

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
SEPTEMBER 17 - 21, 2018**

**MONDAY, SEPTEMBER 17, 2018**

- |           |                                                           |                                                         |
|-----------|-----------------------------------------------------------|---------------------------------------------------------|
| *10:00 am | Planning Comm. Bd. of Directors – Transportation Subcmte. | GB Metro Transportation Center<br>901 University Avenue |
| *2:30 pm  | Solid Waste Board                                         | Port & Resource Recovery<br>2561 S. Broadway            |

**TUESDAY, SEPTEMBER 18, 2018**

- |          |                                            |                                                     |
|----------|--------------------------------------------|-----------------------------------------------------|
| *3:30 pm | Children With Disabilities Education Board | Syble Hopp School<br>755 Scheuring Road             |
| *4:30 pm | Veterans' Recognition Subcommittee         | Room 201, Northern Building<br>305 E. Walnut Street |

**WEDNESDAY, SEPTEMBER 18, 2018**

- |          |                                                                                                                |                                                            |
|----------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| *6:45 pm | Administration Committee – <i>Special Meeting</i><br>(Note: A presentation will begin at 6:00 pm re: Granicus) | Room 207, City Hall<br>100 S. Jefferson Street             |
| *6:45 pm | Executive Committee & Planning, Development & Transportation -<br><i>Joint Meeting</i>                         | Room 210, City Hall<br>100 S. Jefferson Street             |
| *7:00 pm | Brown County Board of Supervisors                                                                              | Legislative Room 203, City Hall<br>100 N. Jefferson Street |

**THURSDAY, SEPTEMBER 20, 2018**

- |          |               |                                    |
|----------|---------------|------------------------------------|
| *5:15 pm | Library Board | Central Library<br>515 Pine Street |
|----------|---------------|------------------------------------|

**FRIDAY, SEPTEMBER 21, 2018**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**TRANSPORTATION SUBCOMMITTEE**  
**Monday, September 17, 2018**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL**

***(Voting)***

Dave Betts	_____	Doug Martin (Chair)	_____
Geoff Farr	_____	Rebecca Nyberg	_____
Sean Gehin	_____	Marty Piette	_____
Steve Grenier	_____	Eric Rakers	_____
Matt Halada	_____	Brandon Robinson	_____
Ed Kazik	_____	Andy Smits	_____
Patty Kiewiz	_____	Nick Uitenbroek (Vice-Chair)	_____
Tom Klimek	_____	Vacant – Oneida Nation	_____

***(Non-voting)***

Mary Forlenza (FHWA – Madison)	_____
Diane Paoni (WisDOT – Madison)	_____
William Wheeler (FTA Region 5)	_____

**ORDER OF BUSINESS**

1. Approval of the August 27, 2018, Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding the Draft 2019 Transportation Planning Work Program.
3. Recommendation to the BCPC Board of Directors regarding the Draft 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
4. Recommendation to the BCPC Board of Directors regarding the Green Bay Urbanized Area's portion of Wisconsin's Critical Urban Freight Corridors system.
5. Presentation of the MPO's 2018 Transportation System Performance Measures Report.
6. Any other matters.
7. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.



## PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY STREET  
GREEN BAY, WI 54304  
PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN  
DIRECTOR

- PUBLIC NOTICE -  
**BROWN COUNTY SOLID WASTE BOARD**  
**Monday, September 17 – 2:30 pm**  
BC Port and Resource Recovery  
2561 S Broadway, Green Bay, WI 54304

**Agenda:**

1. Call to Order
2. Roll Call
3. Agenda – *Request for Approval/Modification*
4. Minutes – July 30, 2018– *Request for Approval/Modification*
5. Announcements/Communications
6. 2019 Budget – *Update*
7. South Landfill Timeline and Response to Observed Groundwater Exceedances – *Update*
8. Director's Report – *Update*
9. Such Other Matters as Authorized by Law
10. Closed Session – Deliberating the purchase of public property, as follows:
  - a. **OPEN SESSION:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), which allows going into closed session for purposes of deliberating or negotiating the purchase of public properties whenever competitive or bargaining reasons require, in particular, to deliberate the purchasing of public property.
  - b. **CONVENE INTO CLOSED SESSION:** Pursuant to Wis. Stats. Sec. 19.85(1)(e), the Solid Waste Board shall convene into closed session to deliberate the purchasing of public property.
  - c. **RECONVENE INTO OPEN SESSION:** The Solid Waste Board shall reconvene into open session for possible voting and/or other action resulting from deliberating the purchase of public property.
10. Adjourn

Dean R. Haen, Director  
Port & Resource Recovery Department

*Any person wishing to attend who requires special accommodations should contact the Brown County Port & Resource Recovery Department at 492-4950 at least two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**  
**Tuesday, September 18, 2018 – 3:30 PM**  
**Syble Hopp School**

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of August 21, 2018 Minutes  
RECOMMENDED MOTION: That the minutes from the August 21, 2018 Board meeting be approved.
4. Action Item: Approval of Agenda  
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations  
RECOMMENDED MOTION: That this month's donations be approved.
6. Action Item: Payment of Bills  
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report  
RECOMMENDED MOTION: That the financial report be accepted.
8. Action: Hiring  
RECOMMENDED MOTION: That the Board approve the hiring of the recommended Instructional Aide and Teacher candidates.
9. Action Item: Resignation(s)  
RECOMMENDED MOTION: That the Board approve the resignation of Instructional Aide, Chris Gallegos.
10. Discussion Item: First Reading of the 12.02 - Safe Feeding Policy and Rule
11. Discussion Item: Strategic Planning
12. Discussion: Administrator's Report
13. Discussion Item: Parent Organization Report
14. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c)(e) pursuant to compensation and the investing of public funds.
15. Action Item: Adjournment  
RECOMMENDED MOTION: That the September 18, 2018 Brown County Children with Disabilities Board meeting be adjourned.

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, September 17, 2018 so arrangements can be made."

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### VETERANS RECOGNITION SUBCOMMITTEE

Bernie Erickson, Chair  
Ed Koslowski, Vice Chair  
Joan Brusky, Ken Corry,  
Louise Dahlke, Jim Haskins, Kerry  
Metoxen, Duane Pierce

### VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, September 18, 2018

4:30 pm

Room 201, Northern Building  
305 E. Walnut Street  
Green Bay, WI

### **NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA**

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of August 14, 2018.
4. Budget Status Financial Report – July, 2018.
5. Update re: Honor Rewards Program.
6. Recap re: Veterans Appreciation Day at the Fair.
7. Report from CVSO Jerry Polus.
8. Report from Committee Members Present (Erickson, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce).
9. Such Other Matters as Authorized by Law.
10. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair  
Richard Schadewald, John Vander Leest

### **SPECIAL ADMINISTRATION COMMITTEE**

**Wednesday, September 19, 2018**

**PRESENTATION – Granicus @ 6:00 p.m.**

**Legislative Room 203, City Hall**

**Special Meeting to Follow @ 6:45 p.m.**

**Room 207, City Hall**

**100 N. Jefferson Street, Green Bay, WI**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

### **PRESENTATION**

**High level overview of the products/services provided by Granicus**

- I. Call to Order at 6:45 p.m. (following 6pm Presentation)
- II. Approve/Modify Agenda.

### **Comments from the Public**

#### **Technology Services**

1. Approval of the lowest qualified bid for Project 2237 - Fox River Papermaking Corridor Fiber Project.
2. Approval of the lowest qualified bid for Project 2252 - HSHS Fiber Project.

#### **Treasurer**

3. Discussion and possible action on the sale of the following tax deed parcels (*Auction results of Sept. 19, 2018 to be passed out to Supervisors at meeting*):  
Parcel 6-305-B Behind 1406 Ridge Road 54304 in the City of Green Bay – High bid \$ ??
4. Review Recommendation from BC Purchasing Dept., and Discussion & possible Action regarding awarding Project # 2269 (Realtor to sell Brown County owned Real Estate) (*Recommendation to be passed out to Supervisors at meeting*).

#### **Other**

5. Such other matters as authorized by law.
6. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

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### EXECUTIVE COMMITTEE

Tom Lund, Chair; Patrick Moynihan, Jr., Vice Chair

Patrick Buckley, Bernie Erickson, Erik Hoyer

Tom Sieber, John Van Dyck

### PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Bernie Erickson, Chair; Norb Dantinne, Vice Chair

Steve Deslauriers, Dave Kaster, Alex Tran

### **\*\* JOINT MEETING \*\***

### **SPECIAL EXECUTIVE COMMITTEE**

### **AND**

### **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Wednesday, September 19, 2018**

**6:45 p.m.**

**Room 210, City Hall**

**100 N. Jefferson Street**

- I. Call meeting to order.
- II. Opening Roll Call.
- III. Approve/modify agenda.

### **Comments from the Public**

### **Special Executive Committee**

#### **Port & Resource Recovery/Public Works**

1. Resolution Amending the Prior 06-20-2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor.

### **Special Planning, Development & Transportation**

#### **Port & Resource Recovery/Public Works**

2. Resolution Amending the Prior 06-20-2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor.

### **Port & Resource Recovery**

3. Request for Approval of Bid for Project #2249 – Bylsby Ave Storm Water Management.

### **Other**

4. Such other matters as authorized by law.
5. Adjourn.

### **Executive Committee**

Tom Lund, Chair

### **PD&T Committee**

Bernie Erickson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, September 19, 2018 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON  
ANY ITEM ON THE AGENDA**

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
3. **Adoption of Minutes of August 15, 2018.**
4. **Announcements by Supervisors.**
5. **Presentation of Communications for Consideration:**
  - a. Late Communications.
6. **Appointments by County Board Chair and County Executive: (None)**
7. **Reports of the:**
  - a. County Board Chair.
  - b. County Board Executive.
8. **Other Reports: (None)**



9. Standing Committee Reports:

a) **REPORT OF ADMINISTRATION COMMITTEE OF SEPTEMBER 5, 2018:**

1. Review minutes of:
  - a. Housing Authority (July 16, 2018). Receive and place on file.
2. Communication from Supervisor Van Dyck re: Reallocate up to \$500,000 of Sales Tax Revenue to purchase the software and audio and video equipment necessary to record, document and archive County Board meetings. Hold until presentation.
3. Communication from Supervisor Linssen re: Review access of County email access from external applications. To hold.
4. Communication from Supervisor Kneiszel: Request the Brown County Department of Technology Services give a presentation on the costs and practical use of IQM2 total media management on similar video meeting archive software. To tentatively hold a special meeting on September 19 at 6pm for a presentation.
5. Communication from Supervisor Schadewald re: Reorganizing Human Resources and Administration Department Tables of Organization. To direct Human Resources to do a resolution to do a reorganization of HR as outlined in proposal.
- \*5a. Referred from Exec Cmte - Resolution to Create an Advisory Citizens Redistricting Sub-Committee to Report to the Brown County Executive Committee. To direct Corporation Counsel to amend the resolution so it has no fiscal impact due to committee members taking their own minutes and return it to Executive Committee with the amended changes. See Resolutions and Ordinances.
6. Technology Services - Budget Status Financial Report for July 2018 - Unaudited. Receive and place on file.
7. Technology Services Monthly Report. Receive and place on file.
8. County Clerk - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
9. Child Support - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
10. Child Support - Departmental Opening Summary. Receive and place on file.
11. Child Support - Director Summary.
  - a. Co-parenting Seminar. Receive and place on file.
12. Treasurer - Review of Treasurers Dept. Budget Performance Report for July 2018 (unaudited). Receive and place on file.
13. Treasurer - Discussion and possible action on the sale of the following tax deed parcels (*Auction results of Sept. 4, 2018 to be passed out to Supervisors at meeting*):  
Parcel GL-34-1 at 4145 Creekview Rd., DePere, WI 54115 in the Town of Glenmore – High bid \$ ? To accept the winning bid of \$36,000 from Michael Boehm for Parcel GL-34-1.  
Parcel 6-305-B Behind 1406 Ridge Road 54304 in the City of Green Bay – High bid \$ ? To direct the Treasurer to put Parcel 6-305-B out for rebid starting at \$1,200.
14. Treasurer - Discussion and direction on the sale of the following tax deed parcel located in the City of Green Bay: Parcel # 20-44-37 – Address: 1233-1235 Reber St., City of Green Bay Vacant Land - See Valuation Report attached. To remove Parcel #20-44-37 from the table and sell through normal procedures.
- \*14a. Treasurer - Discussion and Action regarding Retaining Licensed Real Estate Agent to Assist in Selling In Rem Properties, including Payment of Commission regarding Parcel # HB-2830. To direct the Treasurer to work with Purchasing to create an RFI and have results for the Special September 19<sup>th</sup> Administration Committee meeting.
15. Treasurer - Discussion/Update re: GEORGIA PACIFIC Appeal to the State of WI Tax Appeals Commission. Receive and place on file.
16. Treasurer - Discussion/Possible Action re: Treasurer's Office Holiday Schedule for Monday December 31, 2018 Staff Holiday Pay? Hold for 30 days.
17. Corporation Counsel - Budget Status Financial Report for July 2018 - Unaudited. Receive and place on file.
18. Corporation Counsel Report. Receive and place on file.
19. Human Resources - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.

20. Human Resources - Budget Adjustment Request (18-93): Reallocation between two or more departments, regardless of amount. To approve.
21. Human Resources - Resolution Approving Health Insurance Plan Related Changes During the 2018 Calendar Year. To approve the amended resolution presented tonight approving the Health Insurance Plan Related Changes during the 2018 Calendar Year and send to Executive Committee. See Resolutions and Ordinances.
22. Human Resources Report. To suspend the rules and take Items 22a-d together.
  - a. Turnover Report for July 2018.
  - b. Turnover report with BLS Statistics.
  - c. Dept. Vacancies Report as of August 20, 2018.
  - d. Health & Dental Reports from M3 (July 2018). Receive and place on file Items 22a-d.
23. Dept. of Admin - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
24. Dept. of Admin - Budget Adjustment Log. Receive and place on file.
25. Dept. of Admin - Director's Report. Receive and place on file.
26. Dept. of Admin - Budget Status Report – Levy Funded Departments as of July 31, 2018. Receive and place on file.
27. Audit of bills. To acknowledge the receipt of the bills.

**ai) REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF SEPTEMBER 19, 2018:**

1. Technology Services - Approval of the lowest qualified bid for Project 2237 - Fox River Papermaking Corridor Fiber Project. *Motion pending Special Admin mtg.*
2. Technology Services - Approval of the lowest qualified bid for Project 2252 - HSHS Fiber Project. *Motion pending Special Admin mtg.*
3. Treasurer - Discussion and possible action on the sale of the following tax deed parcels (Auction results of Sept. 19, 2018 to be passed out to Supervisors at meeting):  
Parcel 6-305-B Behind 1406 Ridge Road 54304 in the City of Green Bay – High bid \$ ??  
*Motion pending Special Admin mtg.*
4. Treasurer - Review Recommendation from BC Purchasing Dept., and Discussion & possible Action regarding awarding Project # 2269 (Realtor to sell Brown County owned Real Estate).  
*Motion pending Special Admin mtg.*

**b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF AUGUST 30, 2018:**

1. Consent Agenda - Neville Public Museum Governing Board Minutes of August 13, 2018. *See #7.*
2. Consent Agenda - Golf Course Budget Status Financial Report for July 2018 (Unaudited). *See #7.*
3. Consent Agenda - Museum Budget Status Financial Report for July 2018 (Unaudited). *See #7.*
4. Consent Agenda - Parks Department Budget Status Financial Report for July 2018 (Unaudited). *See #7.*
5. Consent Agenda - Parks Department for July 2018 Field Staff Reports. *See #7.*
6. Consent Agenda - NEW Zoo Budget Status Financial Report for July 2018 (Unaudited). *See #7.*
7. Consent Agenda - NEW Zoo Monthly Activity Reports. Receive and place on file.
8. Communication from Supervisor Tran re: Request for the Education and Recreation Committee and Library Board to create a master plan for the \$20 million set aside for library construction, and for the plan to include a new library in the Stadium District housed within a mixed and multi-development building (i.e. Commercial/Residential) For September County Meeting. To hold until the September meeting.
9. Late Communication from Supervisor Lefebvre re: I would like discussion on funding for Fox River Trail (i.e. donations, walk/run) to help defray county maintenance not covered by State Rails to Trails funding. Receive and place on file.
10. Communication from Supervisor Van Dyck re: Direct staff to draft a RFI for a possible public/private development on the Museum Campus parking lot. To refer to staff to develop an RFI to be put forward.
11. Golf Course - Superintendent's Report. *No action taken.*
12. Library - Director's Report. *No action taken.*
13. Zoo & Park Mgmt. - Standing Item – Fairgrounds Strategic and Master Plan – Parks Department. *No action taken.*

14. Zoo & Park Mgmt. - Director's Report – Parks Management. *No action taken.*
15. Zoo & Park Mgmt. - Director's Report – NEW Zoo. *No action taken.*
16. Museum - Director's Report. *No action taken.*
17. Zoo & Park Mgmt. - Request for Approval re: Fee Waiver for the October 28, 2018 Stump Farm Race at the Reforestation Camp held by Ashwaubenon Nordic Ski Team. To approve.
18. Zoo & Park Mgmt. - Request for Approval re: Acceptance of Project 2255, Roof Replacements at Reforestation Camp & Pamperin Park. To approve.
19. Zoo & Park Mgmt. - Resolution to Approve an Underground Pipeline Easement regarding the Mountain Bay State Trail. To approve. See Resolutions and Ordinances.
20. Zoo & Park Mgmt. - Resolution to Approve Land Use Agreement regarding the Fox River State Trail. To approve. See Resolutions and Ordinances.
21. Audit of Bills. To approve the bills.

**c) REPORT OF EXECUTIVE COMMITTEE OF SEPTEMBER 10, 2018:**

1. Review Minutes of:
  - a. Benefits Advisory Committee of June 28, July 10 and August 6, 2018. Receive and place on file.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
3. Communication from Supervisor Deslauriers: That the County Board enact a policy requiring the Highway Commissioner to attend a public hearing prior to making a final decision on the implementation of a traffic safety or control measure that would more than double the nighttime noise at any residence (+10dBA L90). This hearing to take place in the local municipality impacted and is for the sole purpose of ensuring all pertinent information is included in the Highway Commissioner's final decision when considering high impact changes. To receive and place on file and express wishes to the Highway Commissioner that he continues to communicate with the municipalities.
4. Communication from Chairman Moynihan: For your consideration, I ask for your approval to refer the following change to Ordinance No. 2.14(17) to Corporation Counsel to research the legalities of this request and bring back those findings at another time. I find the present ordinance in bad form particularly, where a Supervisor possesses the ability to request reconsideration of their respective vote and/or that of the entire county board by utilizing the twenty-four hour public notice rule from one month to the next.  
**BROWN COUNTY CODE 2.14 (17)** It shall be in order for any member on the prevailing side to move for a reconsideration of the vote on any question on the same day or to give written notice to County Clerk by 4:00 p.m. of the day prior to succeeding **no later than seven (7) business days following the previous regularly scheduled County Board meeting** of his/her intent to move for reconsideration at such the next County Board meeting. If notice is not given in this manner, the matter shall not be subject to reconsideration. A motion for reconsideration shall not be accepted by the Chair unless it can be determined that the person making the motion had voted on the prevailing side. Any motion for reconsideration must be adopted. To refer to Corporation Counsel to bring back to the next regularly scheduled Executive Committee meeting.
5. Resolution to Create a Citizens Redistricting Advisory Sub-Committee to Report to the Brown County Executive Committee.
  - i. To amend the dates in the resolution from October 1, 2018 to December 1, 2018.
  - ii. To approve as amended. See Resolutions and Ordinances.
6. Resolution Approving Changes to the Human Resources and Administration Department Tables of Organization. To approve as presented and provide that the cost savings be placed with general money for the class and comp. See Resolutions and Ordinances.
7. Resolution Approving Health Insurance Plan Related Changes During the 2018 Calendar Year. To approve resolution with the changes indicated by the Department of Administration and that Administration bring back information regarding options for the remainder of the resolution to the October Administration Committee and Executive Committee meetings. See Resolutions and Ordinances.

8. Resolution regarding Changes to the Airport Department Table of Organization. To approve. See Resolutions and Ordinances.
9. Resolution regarding the Addition of a .34 LTE 4H Program Coordinator, and a .26 LTE 4H After School Instructor, in the UW Extension Table of Organization. To approve. See Resolutions and Ordinances.
10. Resolution regarding Additional Hours for the LTE Master Garden Volunteer Coordinator in the UW Extension Table of Organization. To approve. See Resolutions and Ordinances.
11. Resolution regarding Adding a Deputy Sheriff-Patrol Officer Position to the Sheriff's Department Table of Organization. To approve. See Resolutions and Ordinances.
12. Internal Auditor - Presentation of the 2017 Comprehensive Annual Financial Report (CAFR) and Management Communications by David Maccoux, Schenck, SC. Receive and place on file.
13. Internal Auditor - Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) – July 2018. Receive and place on file.
14. Internal Auditor - Status Update: August 1 – August 31, 2018. Receive and place on file.
15. HR Director's Report. Receive and place on file.
16. Corporation Counsel's Report. Receive and place on file.
17. Dept. of Admin - Budget Status Report – Levy Funded Departments as of July 31, 2018. Receive and place on file.
18. Dept. of Admin - Director of Administration's Report. Receive and place on file.
19. County Executive's Report. *No action taken.*

**ci) REPORT OF SPECIAL EXECUTIVE COMMITTEE OF SEPTEMBER 19, 2018:**

1. Resolution Amending the Prior 06-20-2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor. *Motion pending Special Exec mtg.* See Resolutions and Ordinances.

**d) REPORT OF HUMAN SERVICES COMMITTEE OF AUGUST 22, 2018:**

1. Review Minutes of:
  - a. Board of Health (May 8, 2018).
  - b. Human Services Board (July 12, 2018).
  - c. Children With Disabilities Education Board (November 21, 2017, January 16, 2018, March 20, 2018 & April 17, 2018).
  - d. Veterans' Recognition Subcommittee (July 17, 2018).
    - i. To suspend the rules and take Items 1a-d together.
    - ii. To approve Items 1a-d.
2. Communication from Supervisor Schadewald re: I request the Human Services Committee and the Administration Committee to examine proposals to find ways to attract and keep the local residents in psychiatry to stay and work in Brown County. Receive and place on file.
3. Communication from Supervisor Deslauriers: Request that the Health Department and the Port and Resource Recovery Department give a detailed report to the Human Services Committee on the timeline of events and communications concerning the discovery of Trichloroethylene in the County owned wells in the Town of Holland. This would also include the communication and remediation plan going forward. To forward this communication to the Board of Health.
4. Wind Turbine Update - Receive new information – Standing Item. Receive and place on file.
5. Health & Human Services Dept. - Executive Director's Report. Receive and place on file.
  - a. Supplemental Report: Youth Corrections Overview. Receive and place on file.
  - b. Supplemental Report: Child Protective Services - employee turnover and case load. Receive and place on file.
6. Health & Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
7. Health & Human Services Dept. - Statistical Reports.
  - a) Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.

- ii. Nicolet Psychiatric Center.
- iii. CTC Double Shifts.
- b) Child Protection – Child Abuse/Neglect Report.
- c) Monthly Contract Update.
  - i. To suspend the rules to take Items 7ai, 7aii, 7aiii, 7b and 7c together.
  - ii. Receive and place on file Items 7ai, 7aii, 7aiii, 7b and 7c together.
- 8. Health & Human Services Dept. - Request for New Non-Continuous and Contract Providers and New Provider Contract. To approve.
- 9. Aging & Disability Resource Center - Director's Report. Receive and place on file
- 10. Audit of bills. To acknowledge receipt of the bills.

**e) REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF AUGUST 27, 2018:**

- 1. Consent Agenda - Harbor Commission Minutes of June 11, 2018. *See Item 9.*
- 2. Consent Agenda - Planning Commission Board of Directors Minutes of June 6, 2018. *See Item 9.*
- 3. Consent Agenda - Solid Waste Board Minutes of June 18, 2018. *See Item 9.*
- 4. Consent Agenda - Airport Budget Status Financial report for July 2018 – Unaudited. *See Item 9.*
- 5. Consent Agenda - Planning Commission Budget Status Financial Reports for June & July 2018 – Unaudited. *See Item 9.*
- 6. Consent Agenda - Property Listing - Budget Status Financial Reports for June & July 2018 – Unaudited. *See Item 9.*
- 7. Consent Agenda - Zoning - Budget Status Financial Reports for June & July 2018 – Unaudited. *See Item 9.*
- 8. Consent Agenda - Register of Deeds Budget Status Financial Report for July 2018 - Unaudited. *See Item 9.*
- 9. Consent Agenda - UW-Extension Budget Status Financial Report for July 2018 – Unaudited. To approve Items 1-9 while holding Item 5 until September meeting.
- 10. Communication from Supervisor Dantine re: To have LIO look into streaming some adds on the website for a fee to raise revenue for the LIO. To refer to staff and report next month.
- 11. Register of Deeds Director's Report. *No report.*
- 12. Public Works - Summary of Operations. Hold until October.
- 13. Public Works Director's Report. Receive and place on file.
- 14. UW-Extension Director's Report. Receive and place on file.
- 15. Airport - 12-Hour Shift Report. Receive and place on file.
- 16. Airport - Open Positions Report. Receive and place on file.
- 17. Airport Director's Report. Receive and place on file.
- 18. Port & Resource Recovery - South Landfill Timeline and Response to the Observed Groundwater Enforcement Standard Exceedances. To refer to Corporation Counsel to review statutes NR 140 & NR 508 and come back with reporting expectations for any groundwater contamination. Carried 3 to 1
- 19. Port & Resource Recovery Director's Report. Receive and place on file.
- ~~20. Public Works Recommendation and Approval for Architectural and Engineering Services for the Jail Expansion and Medical Examiner's Office – RFP Project #2236. Item to go before Sept Public Safety.~~
- 21. Public Works Budget Adjustment Request (18-92): Reallocation between two or more departments, regardless of amount. To approve. Carried 3 to 1
- 22. Public Works Budget Adjustment Request (18-97): Any allocation from a department's fund balance. To approve.
- 23. Public Works Budget Adjustment Request (18-98): Reallocation between two or more departments, regardless of amount. To approve.
- 24. UW-Extension Budget Adjustment Request (18-83): Any increase in expenses with an offsetting increase in revenue. To approve Items 24, 25 & 26.
- 25. Resolution Regarding Additional Hours for the LTE Master Garden Volunteer Coordinator in the UW Extension Table of Organization. *See Item 24. See Resolutions and Ordinances.*
- 26. Resolution Regarding Addition of a .34 LTE 4H Program Coordinator and .26 LTE 4H After-School Instructors UW Extension Table of Organization. *See Item 24. See Resolutions and Ordinances.*
- 27. Airport Resolution Regarding Changes to the Airport Department Table of Organization. To approve. *See Resolutions and Ordinances.*

28. Port & Resource Recovery Budget Adjustment Request (18-95): Any allocation from a department's fund balance. To approve.
29. Acknowledging the bills. To acknowledge receipt of the bills.

**ei) REPORT OF SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF SEPTEMBER 19, 2018:**

1. Resolution Amending the Prior 06-20-2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor. *Motion pending Special PD&T.* See Resolutions and Ordinances.
2. Request for Approval of Bid for Project #2249 – Bylsby Ave Storm Water Management. *Motion pending Special PD&T.*

**eii) REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF AUGUST 27, 2018:**

1. Budget Status Financial Report for July 2018 (unaudited). Receive and place on file.
2. Open Positions Report. Receive and place on file.
3. Budget Adjustment (18-89): Any increase in expenses with an offsetting increase in revenue.
4. Directors Report. To approve.
  - a. Targeted Performance Standard Update. *No action taken.*
  - b. September LCC Tour Discussion. *No action taken.*

**f) REPORT OF PUBLIC SAFETY COMMITTEE OF SEPTEMBER 11, 2018:**

1. Review Minutes of:
  - a. Criminal Justice Coordinating Board (July 12, 2018). Receive and place on file.
2. Public Safety Communications - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
3. Public Safety Communications - Budget Adjustment Request (18-93): Reallocation between two or more departments, regardless of amount. To approve.
4. Public Safety Communications - Director's Report. Receive and place on file.
5. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
6. Circuit Courts, Commissioners, Probate - Director's Report. Receive and place on file.
7. Emergency Mgmt. - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
8. Emergency Mgmt. - Director's Report. Receive and place on file.
9. Clerk of Courts - Update on State Debt Collection Initiative. Receive and place on file.
10. Medical Examiner - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
11. Medical Examiner Activity Spreadsheet.
12. Sheriff - Update on Jail Addition – *Standing Item. No action.*
13. Sheriff - Jail & Medical Examiner Design Architect Recommendation.
  - i. To hold for 30 days. Motion failed 2 to 3.
  - ii. To approve Venture Architects and direct all information regarding proposals via email to the Board of Supervisors also note that if there were further questions, submit them prior to the County Board meeting. Motion Carried 3 to 2.
14. Sheriff - Budget Status Financial Report for July 2018 – Unaudited. Receive and place on file.
15. Sheriff - Budget Adjustment Request (18-91): Any increase in expenses with an offsetting increase in revenue. To approve.
16. Sheriff - Resolution re: Adding a Deputy Sheriff-Patrol Officer Position to the Sheriff's Department Table of Organization. See Resolutions and Ordinances. To approve.
17. Sheriff's Report. Receive and place on file.
18. Communication from Supervisor Brusky re: That the Brown County resolution establishing a Criminal Justice Coordinating Board be amended to add a Treatment Court Judge as a voting member. To hold for one month.

19. Communication from Supervisors Sieber/Linssen/Becker re: To include in the 2018 budget up to \$150,000 to RFP for services to find efficiencies in our criminal justice system. Receive and place on file.
20. Communication from Supervisor Schadewald re: I make the following request that the terms (low, medium, and high risk) inmates be defined so we can discuss the diversion programs options using agreed upon terms. Receive and place on file.
21. Audit of bills. To acknowledge receipt of the bills.

**10. RESOLUTIONS & ORDINANCES:**

**Budget Adjustments Requiring County Board Approval**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Administration Committee and Executive Committee**

- b. Resolution to Create an Advisory Citizens Redistricting Sub-Committee to Report to the Brown County Executive Committee. Motion at Admin: To direct Corporation Counsel to amend the resolution so it has no fiscal impact due to committee members taking their own minutes and return it to Executive Committee with the amended changes; Motion at Exec: To amend the dates in the resolution from October 1, 2018 to December 1, 2018 and to approve as amended.
- c. Resolution Approving Health Insurance Plan Related Changes During the 2018 Calendar Year.
  - i. As Amended at 09-10-2018 Executive Committee Meeting. To approve resolution with the changes indicated by the Department of Administration and that Administration bring back information regarding options for the remainder of the resolution to the October Administration Committee and Executive Committee meetings.
  - ii. As Approved at Administration Committee on 09-05-2018. To approve the amended resolution presented tonight approving the Health Insurance Plan Related Changes during the 2018 Calendar Year and send to Executive Committee.

**Education & Recreation Committee**

- d. Resolution to Approve an Underground Pipeline Easement regarding the Mountain Bay State Trail. Motion at Ed & Rec: To approve.
- e. Resolution to Approve Land Use Agreement regarding the Fox River State Trail. Motion at Ed & Rec: To approve.

**Executive Committee**

- f. Resolution Approving Changes to the Human Resources and Administration Department Tables of Organization. Motion at Exec: To approve as presented and provide that the cost savings be placed with general money for the class and comp.

**Executive Committee and Planning, Development & Transportation Committee**

- g. Resolution regarding Changes to the Airport Department Table of Organization. Motions at PD&T and Exec: To approve.
- h. Resolution regarding the Addition of a .34 LTE 4H Program Coordinator, and a .26 LTE 4H After School Instructor, in the UW Extension Table of Organization. Motions at PD&T and Exec: To approve.
- i. Resolution regarding Additional Hours for the LTE Master Garden Volunteer Coordinator in the UW Extension Table of Organization. Motions at PD&T and Exec: To approve.

**Joint Special Executive Committee and Planning, Development & Transportation Committee**

- j. Resolution Amending the Prior 06-20-2018 Resolution Supporting the Redevelopment of the Fox River Papermaking Corridor. *Motions pending Special meetings.*

**Executive Committee and Public Safety Committee**

- k. Resolution regarding Adding a Deputy Sheriff-Patrol Officer Position to the Sheriff's Department Table of Organization. Motions at Public Safety and Exec: To approve.

11. Closed Session: (None)
12. Such other matters as authorized by law.
13. Bills over \$5,000 for period ending August 31, 2018.
14. Closing Roll Call.
15. Adjournment to Wednesday, October 17, 2018 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick W. Moynihan, Jr.", with a stylized, flowing script.

Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.





## BROWN COUNTY LIBRARY

515 PINE STREET  
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400

**JOHN VAN DYCK**  
PRESIDENT, LIBRARY BOARD OF TRUSTEES

[www.browncountylibrary.org](http://www.browncountylibrary.org)

## BROWN COUNTY LIBRARY BOARD

### Central Library

Board Room

515 Pine Street, Green Bay, WI 54301

Thursday, September 20, 2018

5:15 p.m.

### AGENDA

1. Call to Order
2. Tour of Local History Department (15 minutes)
3. Approve/Modify Agenda and Minutes
4. Communications and Open Forum for the Public
5. Update from Rise & Grind/Discussion and Possible Action Regarding Additional Third Floor Space
6. Library Business
  - A. Approve Financial, and Gifts, Grants and Donation Reports
  - B. Facilities Report
7. Discussion and Possible Action: Securing a Commercial Realtor Regarding East Branch
8. Discussion and Possible Action: Issuing a RFI for East Branch and Central Library
9. Update and Discussion: Bookmobile Future
10. Discussion and Possible Action: Bookmobile Operator Position Description
11. Update: Meeting Room Policy Revision
12. Discussion and Possible Action: Fee Policy Revision
13. President's Report
14. Library Report
15. Other Business
16. Such Other Matters as are Authorized by Law
17. Adjournment

*Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made. Notice is hereby given that action by the Library Board may be taken on any of the items, which are described or listed in this agenda.*

**John Van Dyck**  
Library Board President

*Brown County Library is a catalyst for community advancement.*



## SEPTEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 We will be <b>CLOSED</b> TO OBSERVE <b>Labor DAY</b>	4	5 Admin Cmte 6:30 pm	6	7	8
9	10 Executive Cmte 5:30 pm	11 Public Safety 7:00 pm @Jail	12	13	14	15
16	17	18 Veterans Recognition Subcmte 4:30 pm	19 Special Admin 6:45pm <b>Board of Supervisors</b> 7:00 pm	20	21	22
23	24 Land Con 6 pm PD&T 6:15 pm	25	26 Human Services Cmte 6:00 pm	27 Ed & Rec 5:30 pm	28	29
30						

## **BROWN COUNTY COMMITTEE MINUTES**

- Benefits Advisory Committee (August 30, 2018)
- Children With Disabilities Education Board (August 21, 2018)
- Harbor Commission (July 30, 2018)
- Neville Public Museum Governing Board (September 10, 2018)
- Planning Commission Board of Directors (August 1, 2018)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE BROWN COUNTY**  
**BENEFITS ADVISORY COMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Thursday, August 30, 2018 at 2:00 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Jill Bomkamp, Jim Dagneau, Michael Keon, Sherry Officer, Louise Pfotenhauer, Erik Pritzl, Dan Process, Janelle Walton and Supervisor Megan Borchardt.

**EXCUSED:** Bree Madison, Supervisor Pat Moynihan, Jr. and John Vander Leest

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**1. Call meeting to order.**

The meeting was called to order by Chair Louise Pfotenhauer at 2:02 pm.

**2. Roll Call.**

Roll call was taken.

**3. Approve/Modify agenda.**

Motion made by Dan Process, seconded by Louise Pfotenhauer to modify the agenda by striking item #8 – New Business. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes from August 23, 2018.**

Motion made by Erik Pritzl, seconded by Michael Keon to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Meet representative from Associated.**

Jan Stage and Greg Biese with Associated Benefits and Risks Consultants introduced themselves to the committee members.

No action taken.

**6. Continue review and discussion of Health Insurance Options & Strategies for 2019 and make proposals.**

Motion made by Michael Keon, seconded by Erik Pritzl to recommend reinstating Personal Health Assessments (PHA's) in 2019 for the purpose of setting premium tiers for 2020. Implementing Humana Go365 as an incentive program, providing Human Resources can identify estimated savings to cover program costs. Implement Trainer, Nurse Care Coordinator and Near-Site Clinic mid-year in 2019; with an estimated cost savings of \$191,500 more than off-setting the \$95,000 cost of re-implementing PHA's. Vote taken. Abstain: Dagneau Ayes: Bomkamp, Keon, Officer, Pfotenhauer, Pritzl, Process and Walton. **MOTION CARRIED 7 to 1.**

**7. Continue discussion about the structure and procedures of this committee.**

No action taken.

**8. New Business**

Item struck from the agenda.

**9. Next meeting.**

The next meeting was scheduled for Thursday, September 13 at 2:00 pm.

10. **Adjourn.**

**Motion made by Michael Keon, seconded by Louise Pfothenhauer to adjourn at 4:04 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process  
Secretary

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 21, 2018

Board Members Present: B. Clancy, L. Franke, J. Jansch, S. King, K. Lukens, J. Mitchell and J. Wieland

Others Present: S. Johnson, C. Maricque, A. Nizzia, K. Pahlow, N. Kohls, L. Larson, M. Brick, J. Titera and C. Jensky.

1. Action Item: Call to Order –  
S. King called the meeting to order at 3:28 PM. J. Wieland was welcomed to the Board by S. King. J. Wieland gave a brief background on his history.
2. Open Forum - None
3. Action Item: Approval of July 17, 2018 Minutes  
**Motion made by K. Lukens, seconded by J. Mitchell that the minutes from the July 17, 2018 board meeting be approved. MOTION CARRIED UNANIMOUSLY.**
4. Action Item: Approval of Agenda  
**Motion made by L. Franke, seconded by J. Jansch, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**
5. Action Item: Donations  
A. Nizzia reviewed the donations for August with the Board. Many donations have been made in honor of Dennis and Linda Schmidt's 50<sup>th</sup> wedding anniversary. In lieu of gifts, people were asked to give to Syble Hopp School in memory of their son Ted, who was a Hopp graduate and passed away several years ago. **Motion made by B. Clancy, seconded by J. Wieland, that the August donations be approved. MOTION CARRIED UNANIMOUSLY.**
6. Action Item: Payment of Bills  
Payments from July 1, 2018 to July 31, 2018 were reviewed and discussed. C. Maricque noted the highest expenses for the month were our annual agreements with Frontline (substitute system), Infinite Campus and Oasys (student information systems). **Motion made by J. Wieland, seconded by L. Franke that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Financial Report  
Summaries of the Revenue and Expenditures ending June 30, 2018 were reviewed and discussed. The Total Fund Balance in the General Fund has increased due to increases in the general start up account from higher interest earnings than expected; State Aid payment that was received in June was higher than expected and an increase in additional staff participating in the Medicaid MAC reimbursement. Donations were also higher due to generous donations given specifically for new classroom furniture. C. Maricque reviewed and explained areas that incurred a savings and areas that have a negative balance and positive balance that will offset each other. **Motion made by J. Jansch, seconded by J. Wieland that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**
8. Action Item: General Fund Transfer to Special Education Fund  
Per DPI, the Special Education Fund (Fund 27) must have a zero fund balance and the Food Service Fund (Fund 50) cannot have a negative fund balance at the end of the school year.

Many of our revenues need to be recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year. **Motion made by L. Franke, seconded by J. Jansch that the transfer of \$2,149,840.17 from BCCDEB's General Fund to BCCDEB's Special Revenue Fund to cover the Special Revenue Fund negative balance be approved. MOTION CARRIED UNANIMOUSLY.**

**9. Action Item: Increase in Aide and Hourly Employee Pay**

A discussion was held regarding hourly pay. K. Pahlow indicated that we are in line with area districts. A few aides will have a pay adjustment so they were in line with newly hired aides. She also mentioned that we have been fortunate in our ability to hire aides (25 applicants from the last posting) and have several new substitute aides and substitute teachers for the new school year. **Motion made by J. Mitchell, seconded by J. Jansch that the recommended hourly rate of pay adjustments to aide positions and the 2% increase for aides and hourly employees be approved. MOTION CARRIED UNANIMOUSLY.**

**10. Action Item: Hiring**

S. Johnson presented Andrew Hall as the new teacher for the Wrightstown School District. **Motion made by J. Mitchell, seconded by L. Franke the Board approve the hiring of the recommended teacher candidates. MOTION CARRIED UNANIMOUSLY.**

**11. Action Item: Resignation(s)**

K. Pahlow presented Travis Hendzel's resignation to the Board. A discussion was held regarding the breaking of a contract fee. This discussion was tabled for a later meeting. Plans are underway to get the year started with a qualified staff member in the room until final arrangements can be made.

**Motion made by J. Wieland, seconded by J. Jansch that the Board approved the submitted staff resignation. MOTION CARRIED UNANIMOUSLY.**

**12. Discussion Item: Strategic Planning**

The topics, participants and process for Strategic Planning were discussed. It was suggested that the planning should start with mission/vision, since the items have not been reviewed in recent years. The planning was proposed to start in October by forming separate groups by topics. In addition, it was suggest to focus on areas such as programming, the facility, and parent engagement. In order to keep the process on task, the groups should be led by a facilitator. Discussion was held on whether the facilitator should be an outside source or a staff member.

**13. Discussion Item: Administrator's Report**

S. Johnson – Director of Special Education and Pupil Services

- The OT/PT room has moved into a different room and is getting settled in.
- New desks will be arriving shortly for the Speech Therapy room.
- We discovered that we had stored equipment at Altmayer that may help us furnish some of our new rooms.

A. Nizzia – Principal

- Phase I of our furniture project will be completed in the Primary Wing by October. The West and South Wing will finalize their plans of Phase II by December.
- We will annually report to the Board the number of Restraints/Seclusions. 2017-2018 school enrollment was 192 and 157 behavior reports were written up (with 15 of those including the use of restraint). There were no suspensions or expulsions. Abbie explained some of the behaviors students can engage in and when a behavior report is written and when a restraint form must be included. We have no seclusion rooms.

C. Maricque – Business Manager

- The new door locking system will be installed at the end of the month.
- K. Pahlow – Administrator
- Shatterproof film will be placed on the entry doors.
  - Interior and exterior cameras are up. Monitors are located in the office and in Kim's room. Kevin Raye from the County has been a huge help with the implementation.
  - There is another round of grants that are available. We will apply and would use these funds for a new PA system. The grant also requires professional learning in mental health and threat assessment and requires the establishment of a School Safety Team (which we already have).
  - A big thank you went out Jim, Matt, Brian, Mary, Laura, Erin, Kim, Bridget and Nancy for their work during the summer. Numerous staff have also been coming in to set up their rooms and get ready for the new year.

14. Discussion Item: Parent Organization Report

C. Maricque, A. Nizzia and K. Pahlow met with members of the Parent Organization. They would like to work with us to revitalize the group, have some learning programs and sponsor some social events.

15. Executive Session: The Board moved to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to employment and compensation at 4:36 PM.

**Motion made by L. Franke, seconded by B. Clancy, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

Meeting opened again at 4:42 PM.

16. Action Item: Adjournment

**Motion made by L. Franke, seconded by J. Wieland, to adjourn the meeting at 4:42 PM. MOTION CARRIED UNANIMOUSLY.**



# Syble Hopp School

[illegible]

## Support Information #6

Report Date 09/11/18 10:11 AM

Page No 1

SYBLE HOPP SCHOOL

Check Date 08/01/18 - 08/31/18

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ADVANCED DISPOSAL SERVICES INC	0100001381	08/14/18	B80000631657		Trash & Recycling Collections	9-10-100-323-253000-019-000000-2	140.71
					Check Total		140.71
AT&T	0100001369	08/01/18	9203383429826 7/		Monthly Service 7/19-8/18	9-27-100-999-158000-019-000000-2	37.58
					Check Total		37.58
	0100001396	08/28/18	9203383429826 8/		Monthly Service 8/19-9/18	9-27-100-999-158000-019-000000-2	37.51
					Check Total		37.51
BADGERLAND PRINTING INC	0100001397	08/28/18			Connection Newsletter	9-27-100-354-158000-019-000000-2	145.00
					Check Total		145.00
CAMERA CORNER	0100001391	08/21/18	0497078		Live Network Cameras & Door Station	9-10-100-449-295000-019-000000-2	9,530.00
					Check Total		9,530.00
CANADIAN LAWN CARE LLC	0100001379	08/07/18	880801		Mid Summer Feed/Spot Treatment	9-10-100-310-253000-019-000000-2	225.00
					Check Total		225.00
CDW	0100001392	08/21/18	NRJ6861		49" LED TV Administrators Office	9-10-100-449-295000-019-000000-2	793.55
	0100001392	08/21/18	NRJ6865		49" LED TV Front Office	9-10-100-449-295000-019-000000-2	793.55
					Check Total		1,587.10
CELLCOM	0100001393	08/21/18	513853		Monthly Service 8/16-9/15	9-10-100-355-263300-019-000000-2	78.11
					Check Total		78.11
					Vendor Total		78.11

Check Date 08/01/18 - 08/31/18

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
CESA #10		113272					
	0100001370	08/01/18	9559		AD1-Software Hosting	9-10-800-386-252000-019-000000-2	512.50
					Check Total		512.50
CESA #5		101380				Vendor Total	512.50
	0100001371	08/01/18	0001900120		2018-19 ALJO Service Support Fees	9-10-800-386-252000-019-000000-2	4,478.61
					Check Total		4,478.61
					Vendor Total		4,478.61
COUNTRY VISIONS COOPERATIVE		112876					
	0100001382	08/14/18	1036914	7/18	Gas for Lawn Mower	9-10-100-411-253000-019-000000-2	24.40
					Check Total		24.40
					Vendor Total		24.40
DE PERE Y-MART		114547					
	0100001383	08/14/18	YMARTSHS 7/18		Fuel for School Vehicles	9-27-160-348-219000-019-000000-2	492.05
					Check Total		492.05
					Vendor Total		492.05
FORTRESS FENCE INC		102697					
	0100001385	08/14/18	186573101		Chain Link Fence Storage Cage Area	9-10-100-441-255000-019-000000-2	1,828.00
					Check Total		1,828.00
					Vendor Total		1,828.00
FOX CITIES CLEANING INC		102710					
	0100001386	08/14/18	SHSCARPETS 8/18		Carpet Cleaning Old/New Wings	9-10-100-310-253000-019-000000-2	1,300.00
					Check Total		1,300.00
					Vendor Total		1,300.00
FOX SPECIALTY COMPANY		102718					
	0100001387	08/14/18	38840		Trash/Can Liners, Cleaning Supplies	9-10-100-411-253000-019-000000-2	1,190.79
					Check Total		1,190.79
					Vendor Total		1,190.79

Report Date 09/11/18 10:11 AM

## SYBLE HOPP SCHOOL

Page No 3

Check Date 08/01/18 - 08/31/18

## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
JONES, HARRY S		111178					
	0100001375	08/07/18	JUNE/JULY/AUG 20		Camp Soar Performances June, July, August	9-27-160-310-219000-019-000000-2	1,800.00
					Check Total		1,800.00
KEYSER PLUMBING & HEATING INC		104202				Vendor Total	1,800.00
	0100001398	08/28/18	15791		AO Smith Water Heater #1806109166547	9-10-100-551-253000-019-000000-2	7,650.00
					Check Total		7,650.00
					Vendor Total		7,650.00
XOEHLE FLOORING INC		104312					
	0100001376	08/07/18	5788		Flooring Room 113	9-10-100-449-253000-019-000000-2	4,057.00
	0100001376	08/07/18	5639		Vestibules walk off carpet at doors	9-10-100-449-253000-019-000000-2	3,200.00
	0100001376	08/07/18	5790		Carpet Tile Classroom	9-10-100-449-253000-019-000000-2	1,305.00
					Check Total		8,562.00
					Vendor Total		8,562.00
KRUEGER INTERNATIONAL INC		104408					
	0100001377	08/07/18	13930666		Wallmount Panels	9-10-100-411-253000-019-000000-2	243.45
					Check Total		243.45
					Vendor Total		243.45
KYLES CONSULTING		114953					
	0100001378	08/07/18	KYLES SH 7/18		July SBS/MAC Fee	9-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total		900.00
LAHARS BUS LINES INC		104534					
	0100001394	08/21/18	539570		Transportation Camp Soar Session 2 & 3	9-27-160-341-256750-019-000000-2	7,734.40
					Check Total		7,734.40
					Vendor Total		7,734.40
ProGuard		102323					
	0100001388	08/14/18	0508278		Food Contact Quart Sanitizer	9-50-800-411-257100-000-000000-2	363.16
					Check Total		363.16
					Vendor Total		363.16

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SAN A CARE INC	0100001395	08/21/18	471506		Floor Cleaner & Finish	9-10-100-411-253000-019-000000-2	378.98
						Check Total	378.98
						Vendor Total	378.98

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## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
STANDARD INSURANCE CO	113009						
	0100001374	08/01/18	1601660001	8/18	ST Admin	9-27-800-252-232100-011-000000-2	57.00
	0100001374	08/01/18	1601660001	8/18	ST EC Teacher	9-27-100-252-152000-011-000000-2	35.17
	0100001374	08/01/18	1601660001	8/18	ST S/L	9-27-100-252-156600-011-000000-2	235.09
	0100001374	08/01/18	1601660001	8/18	ST CD Teacher	9-27-100-252-158000-011-000000-2	843.01
	0100001374	08/01/18	1601660001	8/18	ST CD Aide	9-27-100-252-159150-011-000000-2	452.49
	0100001374	08/01/18	1601660001	8/18	ST Specialty Teacher	9-27-100-252-159300-011-000000-2	72.45
	0100001374	08/01/18	1601660001	8/18	ST OT	9-27-100-252-218100-011-000000-2	117.77
	0100001374	08/01/18	1601660001	8/18	ST Int EC Teacher	9-27-101-252-152000-011-000000-2	238.18
	0100001374	08/01/18	1601660001	8/18	ST Int S/L	9-27-101-252-156600-011-000000-2	57.00
	0100001374	08/01/18	1601660001	8/18	ST Int CD Teacher	9-27-101-252-158000-011-000000-2	290.60
	0100001374	08/01/18	1601660001	8/18	ST Int EC Aide	9-27-101-252-159120-011-000000-2	12.77
	0100001374	08/01/18	1601660001	8/18	ST Int Aide	9-27-101-252-159150-011-000000-2	16.53
	0100001374	08/01/18	1601660001	8/18	ST Int OT	9-27-101-252-218100-011-000000-2	57.00
	0100001374	08/01/18	1601660001	8/18	ST Dir Spec Ed	9-27-800-252-221300-011-000000-2	114.00
	0100001374	08/01/18	1601660001	8/18	ST Secretary	9-27-800-252-221300-019-000000-2	11.97
	0100001374	08/01/18	1601660001	8/18	LT SW	9-27-100-251-212100-011-000000-2	31.10
	0100001374	08/01/18	1601660001	8/18	ST SW	9-27-100-252-212100-011-000000-2	51.93
	0100001374	08/01/18	1601660001	8/18	LT Nurse	9-27-100-251-214400-011-000000-2	23.83
	0100001374	08/01/18	1601660001	8/18	ST Nurse	9-27-100-252-214400-011-000000-2	39.79
	0100001374	08/01/18	1601660001	8/18	LT PT	9-27-100-251-218200-011-000000-2	34.33
	0100001374	08/01/18	1601660001	8/18	ST PT	9-27-100-252-218200-011-000000-2	57.00
	0100001374	08/01/18	1601660001	8/18	LT Maintenance	9-10-100-251-253100-019-000000-2	20.86
	0100001374	08/01/18	1601660001	8/18	LT Accounting	9-10-800-251-252000-019-000000-2	41.47
	0100001374	08/01/18	1601660001	8/18	LT EC Teacher	9-27-100-251-152000-011-000000-2	21.05
	0100001374	08/01/18	1601660001	8/18	LT S/L	9-27-100-251-156600-011-000000-2	137.28
	0100001374	08/01/18	1601660001	8/18	LT CD Teacher	9-27-100-251-158000-011-000000-2	505.37
	0100001374	08/01/18	1601660001	8/18	LT CD Aide	9-27-100-251-159150-011-000000-2	270.95
	0100001374	08/01/18	1601660001	8/18	LT Specialty Teacher	9-27-100-251-159300-011-000000-2	43.37
	0100001374	08/01/18	1601660001	8/18	LT OT	9-27-100-251-218100-011-000000-2	70.48
	0100001374	08/01/18	1601660001	8/18	LT Int EC Teacher	9-27-101-251-152000-011-000000-2	138.89
	0100001374	08/01/18	1601660001	8/18	LT Int S/L	9-27-101-251-156600-011-000000-2	34.89
	0100001374	08/01/18	1601660001	8/18	LT Int CD Teacher	9-27-101-251-158000-011-000000-2	174.00
	0100001374	08/01/18	1601660001	8/18	LT Int BC Aide	9-27-101-251-159120-011-000000-2	7.55
	0100001374	08/01/18	1601660001	8/18	LT Int Aide	9-27-101-251-159150-011-000000-2	9.90
	0100001374	08/01/18	1601660001	8/18	LT Int OT	9-27-101-251-218100-011-000000-2	34.42
	0100001374	08/01/18	1601660001	8/18	LT Dir Spec Ed	9-27-800-251-223300-011-000000-2	86.66
	0100001374	08/01/18	1601660001	8/18	LT Secretary	9-27-800-251-223300-019-000000-2	7.16
	0100001374	08/01/18	1601660001	8/18	LT Admin	9-27-800-251-232100-011-000000-2	63.00
	0100001374	08/01/18	1601660001	8/18	ST Maintenance	9-10-100-252-253100-019-000000-2	34.83
	0100001374	08/01/18	1601660001	8/18	ST Accounting	9-10-800-252-252000-019-000000-2	57.00
Check Total							4,588.24

Vendor Total

4,588.24

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Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
TDS METROCOM	01000001389	08/14/18	9203364367	8/18	Phone Service 8-10 to 9-9-18	9-10-100-355-263300-019-0000000-2	114.70
						Check Total	114.70
TWEET GAROT MECHANICAL INC	01000001372	08/01/18	62957		Detron Unit Replace Humidity Sensor	9-10-100-324-253000-019-0000000-2	626.80
	01000001372	08/01/18	62959		Replace Valve & Coil Pool Dection	9-10-100-324-253000-019-0000000-2	3,275.00
						Check Total	3,901.80
						Vendor Total	3,901.80





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## SYBLE HOPP SCHOOL

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## Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WISCONSIN PUBLIC SERVICE		109151					
	0100001373	08/01/18	2451645603-00000		Duplex Utilities Usage	9-27-100-999-158000-019-0000000-2	224.07
	0100001373	08/01/18	2451645603-00000		Garage Electric Usage	9-10-100-336-253300-019-0000000-2	12.85
	0100001373	08/01/18	2451645603-00000		Syble Hopp Gas Usage	9-10-100-331-253300-019-0000000-2	79.73
	0100001373	08/01/18	2451645603-00000		Syble Hopp Electric Usage	9-10-100-336-253300-019-0000000-2	4,815.21
					Check Total		5,131.86
					Vendor Total		5,131.86
					Grand Total		67,073.82

## Syble Hopp Balance Sheet as of July 31, 2018

ACCOUNT DESCRIPTION	07/31/18
<b>GENERAL FUND</b>	
CASH	4,210,006.09
PREPAID EXPENSES	392.10
<b>TOTAL ASSETS</b>	<b>4,210,398.19</b>
ACCOUNTS PAYABLE	14,695.97
CONTRACTS PAYABLE	-
<b>TOTAL LIABILITIES</b>	<b>14,695.97</b>
EQUITY ACCOUNT	4,195,702.22
<b>TOTAL FUND BALANCE</b>	<b>4,195,702.22</b>
<b>SPECIAL EDUCATION FUND</b>	
CASH ACCOUNT	303,902.81
<b>TOTAL ASSETS</b>	<b>303,902.81</b>
PAYABLE ACCOUNT	3,240.54
CONTRACTS PAYABLE	325,107.62
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	4,912.50
<b>TOTAL LIABILITIES</b>	<b>333,260.66</b>
EQUITY ACCOUNT	(29,357.85)
<b>TOTAL FUND BALANCE</b>	<b>(29,357.85)</b>
<b>FOOD SERVICE FUND</b>	
CASH	7,222.67
RECEIVABLE	1,120.26
<b>TOTAL ASSETS</b>	<b>8,342.93</b>
ACCOUNTS PAYABLE	641.02
<b>TOTAL LIABILITIES</b>	<b>641.02</b>
EQUITY ACCOUNT	7,701.91
<b>TOTAL FUND BALANCE</b>	<b>7,701.91</b>

## Support Information #7

## Syble Hopp Revenue Summary for the Month Ended July 31, 2018

DESCRIPTION	2018-2019 Budget	Actual Amount	Remaining Budget	COMMENTS
<b>GENERAL FUND</b>				
PAYMENT IN LEAU OF TAXES	3,008,487.00	-	3,008,487.00	
INTEREST	32,000.00	4,868.82	27,131.18	
RENT (DUPLEX)	9,000.00	750.00	8,250.00	
MEDICAID MAC REIMBURSEMENT	15,000.00	-	15,000.00	
MISCELLANEOUS	21,000.00	26.00	20,974.00	
TOTAL GENERAL FUND	3,085,487.00	5,644.82	3,079,842.18	
<b>SPECIAL REVENUE FUND</b>				
OPERATING TRANSFER IN	-	-	-	
STUDENT FEES	2,500.00	-	2,500.00	
GIFTS		-	-	
SOAR STUDENT REGISTRATIONS	31,250.00	11,287.50	19,962.50	Revenue recognized for the first session of SOAR.
EC GRANT \$'S FROM DISTRICTS	35,060.00	-	35,060.00	
TRANSIT OF FLOW THRU DISTRICT	181,000.00	-	181,000.00	
TUITION-SCH DIST (NON-OPN ENR)	280,900.00	-	280,900.00	
TRANSIT OF STATE AIDE (CESA)	5,700.00	-	5,700.00	
CESA 7 - REIMB SUBS	3,500.00	-	3,500.00	
HANDICAPPED AID FROM STATE	1,417,000.00	-	1,417,000.00	
GENERAL STATE AID	1,500,000.00	-	1,500,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	6,000.00	-	6,000.00	
MEDICAID REIMBURSEMENT	255,000.00	-	255,000.00	
TOTAL SPECIAL REVENUE FUND	3,717,910.00	11,287.50	3,706,622.50	
<b>FOOD SERVICE FUND</b>				
STUDENT LUNCH	33,000.00	-	33,000.00	
ADULT LUNCH	1,200.00	-	1,200.00	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	27,380.00	-	27,380.00	
FED AID/COMMODITIES	6,000.00	-	6,000.00	
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	-	68,580.00	

# Syble Hopp Expenditures Summary for the Month Ended July 31, 2018 - Unaudited

GENERAL FUND						
LIBRARY MEDIA RESOURCES	215.00	-	-	215.00	-	Allo and Frontline agreements were paid in July.
FISCAL/FINANCE	167,205.00	13,933.75	17,665.65	149,539.35	(3,731.90)	
BUILDING OPERATION	268,363.00	22,363.58	32,868.39	235,494.61	(10,504.81)	Annual maintenance agreements were paid in July. In addition cleaning supplies for the school year were also purchased. Finally the flooring was also installed in July.
DUPLEX	900.00	75.00	-	900.00	75.00	
FACILITIES ACQUISITION/REMODELING	57,347.00	4,778.92	-	57,347.00	4,778.92	Budgeted projects were not complete in July. The door system was installed in Aug/Sep and parking lot was completed in August.
TELEPHONE	2,800.00	233.33	198.45	2,601.55	34.88	
TECHNOLOGY	21,827.00	1,818.92	2,372.27	19,454.73	(553.35)	
INSURANCE AND JUDGMENTS	59,719.00	4,976.58	4,843.92	54,875.08	132.66	
COUNTY IDC AND TECH SERVICES	75,112.00	6,259.33	4,861.93	70,250.07	1,397.40	
TOTAL GENERAL FUND	653,488.00	54,439.42	62,810.61	590,677.39	(8,371.20)	
SPECIAL REVENUE						
EARLY CHILDHOOD	392,063.00	-	1,084.58	390,978.42	(1,084.58)	
SPEECH/LANGUAGE	464,380.00	-	773.57	463,606.43	(773.57)	
INTELLECTUAL DISABILITIES	2,033,074.00	-	8,366.92	2,024,707.08	(8,366.92)	Subscriptions/licenses have been paid for
RETIREE INSURANCE	35,000.00	2,916.67	-	35,000.00	2,916.67	Oasys and Infinite Camps.
EC INSTRUCTIONAL AIDES	73,185.00	-	20.42	73,164.58	(20.42)	
ID INSTRUCTIONAL AIDES	1,125,373.00	-	1,100.23	1,124,272.77	(1,100.23)	
ID SUB TEACHERS/AIDES	58,131.00	-	-	58,131.00	-	
EC SUB TEACHERS/AIDES	3,876.00	-	-	3,876.00	-	
SPECIALTY TEACHERS	166,506.00	-	250.77	166,255.23	(250.77)	
DIRECTION OF SOCIAL WORK	74,369.00	-	83.03	74,285.97	(83.03)	
NURSING	81,350.00	-	63.62	81,286.38	(63.62)	
OCCUPATIONAL THERAPY	293,357.00	-	279.67	293,077.33	(279.67)	
PHYSICAL THERAPY	81,903.00	-	91.33	81,811.67	(91.33)	

# Syble Hopp Expenditures Summary for the Month Ended July 31, 2018 - Unaudited

EXCEPTIONAL ED (SUPV & COORD)	272,119.00	22,676.58	18,721.67	253,397.33	3,954.91
GENERAL ADMINISTRATION	10,115.00	842.92	1,520.00	8,595.00	(677.08)
OFFICE OF THE SUPERINTENDENT	165,285.00	13,773.75	5,958.98	159,326.02	7,814.77
VEHICLE REPAIR AND FUEL	10,000.00	833.33	-	10,000.00	833.34
TRANSPORTATION AND BUS AIDES	759,934.00	-	-	759,934.00	-
UNEMPLOYMENT	10,014.00	834.50	38.51	9,975.49	795.99
CESA SERVICES	25,344.00	1,820.00	-	25,344.00	1,820.00
CAMP SOAR	73,022.00	24,340.67	2,292.05	70,729.95	Expenditures were paid in August for the first session.
TRANSIT OF AID TO DISTRICTS	66,000.00	-	-	66,000.00	-
TOTAL SPECIAL REVENUE FUND	6,274,400.00	68,038.42	40,645.35	6,233,754.65	27,393.08
FOOD SERVICES					
DIRECTON OF FOOD SERVICES	62,080.00	-	641.02	61,438.98	(641.02)
FOOD - LUNCH PROG	500.00	-	-	500.00	-
FOOD	6,000.00	-	-	6,000.00	-
TOTAL FOOD SERVICE FUND	68,580.00	-	641.02	67,938.98	(641.02)

9/7/2018

Syble Hopp School Mail - Resignation

**Syble Hopp  
School**

Kim Pahlow <kpahlow@syblehopp.org>

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## Resignation

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Chris Gallegos <cgalligos125@gmail.com>  
To: "kpahlow@syblehopp.org" <kpahlow@syblehopp.org>

Mon, Aug 27, 2018 at 11:01 AM

Hello Kim

I want to inform Syble Hopp School and the board that I will not be coming back to Syble Hopp this school year. I have accepted a job offer at Pioneer Elementary School.

I want to thank everyone at Syble Hopp for everything they did for me the past three years. I have learned so much in the last three years working at Hopp.

Thanks  
Chris Gallegos

## 12.02

### Safe Feeding Policy

In accordance with the BCCDEB's ongoing commitment to provide for the health and safety of all students in attendance the BCCDEB has developed specific guidelines which address the students who have swallowing difficulties. Students with unsafe swallows may be in danger of food or liquid going into the lungs rather than into the stomach. This is known as aspiration, and can cause other serious complications which in extreme situations could be fatal.

These established guidelines/rules are to be followed whenever students are known to have or suspected to have swallow difficulties.

Legal Reference: Wisconsin Statutes 118.125; 118.29

### 12.02 Safe Feeding Guidelines - Rule

When a staff member suspects that a student may have an unsafe swallow because they have observed any of the following while the student is eating or drinking, the guidelines stated below will be followed before oral intake will be provided to the student during school hours by school staff. Possible signs of unsafe swallowing include but are not limited to:

- Coughing
- Choking
- Gagging
- Gurgling/Wet Voice
- Body Posturing
- Vomiting
- Pocketing Food
- Delayed Swallow
- Color Change
- Refusal (tearing, movement, food recognition)

A parent/guardian of a student showing one or more of the above signs will:

1. Provide written documentation to the BCCDEB Nurse of a recent (within the past six months) thorough assessment by a trained medical professional in order to rule out the possibility of aspiration.
2. Sign a release of information so designated staff can contact the medical provider of the assessment to clarify directions and/or seek instructions on the student-specific needs for oral intake. The following is possible information that may need clarification:
  - Recommended diet to minimize risk of aspiration
  - Feeding techniques and positioning to minimize risk of aspiration
  - Risks with adaptive guidelines (mild, moderate, severe)

- Risks without adaptive guidelines (mild, moderate, severe)
- Explicit plan of care recommendations signed by examiner and/or patient physician

The BCCDEB Nurse, designated staff and Principal and/or Director of Special Education and Pupil Services will review the above information and designate a primary contact person to coordinate issues regarding oral intake in school. In all cases, if any moderate to severe risk of aspiration is documented, administration may determine that oral intake not be initiated and/or continued by BCCDEB staff.

For any student new to the BCCDEB (i.e. students transferring in or first entering school) with any history of a noted swallow dysfunction, the appropriate documentation may be required to be in place before any oral feeding will be administered to the student by school personnel.

In the case of students who have sudden suspected swallow difficulties due to health or other reasons, the BCCDEB nurse will be assigned. This contact person will work with the parent/guardian to ensure the appropriate written documentation (as noted above) is in place at school and a plan of care for feeding is developed as soon as possible. The BCCDEB may require clear directions from the student's parent and/or medical provider prior to any further oral intake being given at school by staff.

In the case that a thorough assessment by a trained medical professional in order to rule out the possibility of aspiration is performed, but concerns still remain, a team (consisting of an OT, RN, SLP, PT, Classroom Teacher, BCCDEB administrative representative and District of Residence Director of Special Education) will meet with the parents to determine next steps, which may include consultation with the Department of Public Instruction (DPI).

In the case of students who show ongoing signs of unsafe swallowing which seem to be worsening, the BCCDEB Nurse will contact the medical professional to report the concerns and seek guidance. If necessary, a team (OT, RN, SLP, PT, Classroom Teacher and an administrative representative) will be formed to assess/modify the current school plan as needed per the medical provider's recommendations. If the parent/guardian is not in agreement with the assessment or modification, the team will seek DPI consultation and use this guidance to make a final decision.

For all students that show ongoing signs of unsafe swallowing, the contact person, in conjunction with the team members, will determine the progress monitoring schedule. Any changes made in the plan will be made in consultation with the medical provider.





## PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY  
GREEN BAY, WI 54304

PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN  
DIRECTOR

### MINUTES OF THE BROWN COUNTY HARBOR COMMISSION

---

A meeting was held on **Monday, July 30, 2018**  
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:30 am.

2) Roll Call:

Present: President Tom Klimek  
Commissioner Pete Diemer  
Commissioner Bernie Erickson  
Commissioner Tim Feldhausen  
Commissioner Bryan Hyska  
Commissioner Wes Kornowske  
Commissioner Mike Vizer  
Commissioner Hank Wallace

Excused: Commissioner Ron Antonneau

Also Present: Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Chad Doverspike, Brown County P&RR  
Patti Cole, Brown County P&RR  
Paul Spillers, Tetra Tech  
Troy Gawronski, Foth Companies  
Jim and Sylvia Graefe, Interested Residents of Green Bay

3) Approval/Modification – Meeting Agenda

**A motion to approve the Agenda was made by Hank Wallace and seconded by Bryan Hyska. Unanimously approved.**

4) Approval/Modification – Minutes of June 11 Meeting

**A motion to approve the minutes of June 11, 2018 was made by Tim Feldhausen and seconded by Mike Vizer. Unanimously approved.**

5) Announcements/Communication

Dean Haen introduced the newest member of the Harbor Commission (HC): Pete Diemer. The rest of the Commissioners introduced themselves.

Mr. Haen announced that the Tall Ships Festival will return to the Port of Green Bay on July 26-28, 2019.

6) 2<sup>nd</sup> Quarter Budget Performance Reports

Mr. Haen reported on the 2<sup>nd</sup> Quarter Budget Status, comparing the YTD Actual Revenue and Expenses to the Annual Budget figures. **A motion to approve the 2<sup>nd</sup> Quarter Budget Performance Report was made by Mike Vizer and seconded by Tim Feldhausen.** Unanimously approved.

7) 2019 Budget

Mr. Haen presented an overview on the Port & Resource Recovery Department Budget for 2019. The budget is flexible and there could be changes made in each step along the way toward its approval in November.

Under the Port, upon approval of an End-Use Plan for Renard Island, implementation will begin. The future use of the Pulliam Plant as an industrial port property will continue to be pursued.

The recent announcement of the 2019 Tall Ships Festival prompted discussion whether to include money in the budget to promote and assist with the Festival and cruise ships. In the past the port's involvement has gone from sponsoring and hosting the whole event to sponsoring a ship in exchange for port-related assistance to PMI. Most recently a tent was provided for the Port, there was a banner for the Port and promotional items were given away. In addition to having a tent, the Port could sponsor an event (for \$5,000), such as a "Sail Away" or a reception at the dock. Discussion occurred about whether or not to budget for a sponsorship role, and if so how much should be budgeted. Would the benefit justify the cost? Who would be invited? The event could be a reward for our Terminal Operators and Stakeholders. It would be easier to change the budget now, than to make a budget adjustment later. This would give more time to look at sponsorship opportunities, and ways to promote the Port and generate excitement for cruise ship visits. The Harbor Commissioners recommended adding an amendment of \$5,000 for contracted service fees to the budget.

Mr. Haen also presented the Statement of Funds for the Port of Green Bay, comparing the Actual Balances to the Projected Balances for Revenue and Expenses half way through 2018.

Changes to Rates and Fees for dredging and leases were noted. It was noted that some language changes were suggested for the lease contracts at the last meeting.

New Department Initiatives, such as beneficial use for dredging materials, and progress on Grant Details were shared. There were some questions about Harbor 217 interest earned, Land Acquisition protections, and PFM investments for the Port. Mr. Haen interpreted details as the Budget was examined.

**A motion to approve the 2019 Budget with the modification to include \$5,000 for Tall Ships and cruise ships was made by Mike Vizer and seconded by Wes Kornowske.** Unanimously approved.

8) Public Relations RFP

Mr. Haen shared the draft of the Request for Proposal (RFP) for a vendor for strategic public communications. Details, Terms, Attachments and Scoring were discussed. Mr. Haen invited the commissioners to be part of the selection committee process and to fill in score sheets for the submissions.

**A motion to approve the Public Relations RFP was made by Tim Feldhausen and seconded by Hank Wallace.** Unanimously approved.

9) Letters of Support for Soo Locks

The drafts of letters of support for the Soo Locks to the US President and to the Governor of Wisconsin were discussed. Because the US Congress passed a bill to fund the Soo Locks at 100% in 1996, there would be no need for local contributions to the project. The Harbor Commission expressed support for the Soo Locks project; Mr. Haen noted that the letter should not mention contributions by states. **A motion to approve the Letters of Support as modified was made by Tim Feldhausen and seconded by Hank Wallace.** Unanimously approved.

10) Kurtz Brothers Beneficial Reuse - Report of Findings

Kurtz Bros, Inc. conducted an analysis of Chemicals of Concern (COC) in the sediment managed by the Port of Green Bay, and compared the results to the Wisconsin DNR restrictions and to the standards of neighboring states. The state of Wisconsin does not have concentration levels established for beneficial reuse of dredging material. Because sampling results were variable, and the WDNR limits for COC vary per beneficial use project, reuse exemptions would need to be determined on a per-project basis. Chemical analysis showed that the sediment could be reused beneficially for specific applications provided it meets the criteria for WDNR permits, and there were an ongoing Sampling and Analysis Plan (SAP) developed by a Workgroup that included the Port, WDNR and Stakeholders. Staff will work on formation of the workgroup to eventually determine the SAP in hopes of establishing expanded beneficial use opportunities.

11) Bay Port Plan Modification

The DNR has requested a new document for the Bay Port Confined Disposal Facility Management Plan that would merge and include all of the previous approvals and permits since 1996 in one spot.

12) Bylsby Avenue

Earlier this year, Brown County leased the full 12 acre Bylsby Avenue site to GLC Minerals. As part of the lease agreement, Brown County was to complete the sedimentation pond and finish the full stockpile area for lease. Staff did not foresee leasing the full property and the 2018 budget had only \$15,000 to continue the work in progress. Staff has spent nearly \$36,436 in contract service and is seeking a bid to complete the work. New revenue from the lease will be \$30,084 in 2018 and increasing annually by the set schedule. Future rent revenue will more than offset the one-time upfront cost of completing Bylsby. A budget adjustment will be necessary to complete this project.

13) Status of Pulliam Plant

Last month Mr. Haen and President Tom Klimek met with Robindale Energy (owners of Fox River Terminals and C Reiss Coal Co.) to express interest in the property. The Port is interested in making sure the Pulliam Property is used for its highest and best use as port-related industrial property. This may or may not involve Port ownership. In addition, the Port would like to see port growth opportunities. Port growth will be key to accessing any port-related infrastructure grants. Next week Mr. Haen and President Klimek will meet with State Representative Eric Genrich to discuss interest in the property. Discussion about potential opportunities and users for the property followed.

14) Renard Island End Use RFP

Five proposals were received and narrowed to three firms to be interviewed. All of the proposals represented multiple firms working cooperatively to meet the project requirements. The project team selected SmithGroup JJR as the contractor for the project and a contract is being finalized. A grant agreement from the Wisconsin Coastal Management Program was delayed due to a federal delay in awarding funding to the states.

15) Tonnage Report

Mr. Hean reported that the June tonnage was in line with last year.

16) Director's Report

Mr. Haen reported that the annual meeting of the Wisconsin Commercial Port Association (WCPA) will be held on August 16-17 in Superior, WI, with speakers on freight movement, intermodal connections, and the Department of Transportation. <https://www.wcpaports.org/annual-meetings>

The Great Lakes–St. Lawrence Seaway (GLSLS) Economic Impacts Study results were released on July 18, 2018. There were significant findings on the growth of jobs, income, and revenue throughout the Great Lakes. A roll out of Press Releases with the results for individual states and Ports will follow. <http://greatlakesseaway.org/economy>

17) Acknowledgement of Bills

**A motion to acknowledge the payment of bills was made by Bryan Hyska and seconded by Hank Wallace. Unanimously approved.**

18) Such Other Matters as Authorized by Law – Update

**There will be no meeting in August.**

**The next meeting is scheduled for September 10.**

19) Adjourn

**A motion to adjourn the Harbor Commission meeting at 12:05 pm was made by Tim Feldhausen and seconded by Wes Kornowske. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

Dean R. Haen, Director  
Port & Resource Recovery Department

**NEVILLE PUBLIC MUSEUM**

OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, September 10, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Bernie Erickson, Tom Sieber, Erik Hoyer, and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke  
**EXCUSED:** Sandy Juno and Terri Trantow

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**CALL MEETING TO ORDER**

1. Chair Kuehn called the meeting to order at 4:33PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Erik Hoyer and seconded by Tom Sieber to approve the agenda.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke shared with the Board the Museum Budget Packet which included the following: The Museum's program description, Table of Organization (no change), Rates and Fees (highlighted yellow fields indicate increase or new fee), 2019 Department Initiatives, 2019-2020 Draft Temporary Exhibit Schedule, and Background on Capital Project #17.

Museum Director Lemke updated the Board on the status of the Core Gallery Renovation and the directive of Education and Recreation Committee from the August 30, 2018 meeting regarding the Museum Complex RFI. Much discussion ensued. The Board requested to see draft language prior to being sent out as well as updates from the Director post meetings with Brown County Planning and Administration. The Board recommended that the RFI be split into two drafts. The directive given to Museum Director Lemke was to work with Administration and Planning on language with the focus only on the expansion of the south side of the campus and a second draft to include language including development of the south side campus and the north side/ parking lot. Motion made by Tom Sieber and seconded by Bernie Erickson to approve the motion. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

4. Such other matters as authorized by law:  
Director Lemke informed the Board that she would NOT be present at the:  
9/17 County Board meeting due to the Chamber Annual Dinner presentation  
9/27 Education and Recreation Meeting due to accepting the American Association of State and Local History Award of Merit in Kansas City, Missouri  
**Next meeting of the Neville Public Museum Governing Board will be Monday October 8, 2018 at 4:30pm.**  
**2018 meeting dates are as follows:**  
November 12, 2018  
December 10, 2018
5. **Adjournment.** Chairman Kuehn called the meeting to an end at 5:08PM.  
Motion made by Bernie Erickson and seconded by Kramer Rock to approve.  
Vote taken. **MOTION APPROVED UNANIMOUSLY.**

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**Wednesday, August 1, 2018**  
**REFORESTATION CAMP LODGE**  
**(ADJACENT TO THE ADVENTURE COURSE AT THE NEW ZOO)**  
**4418 REFORESTATION ROAD, SUAMICO, WI 54313**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>x</u>	Kathleen Janssen	<u>Exc</u>	Glen Severson	<u>x</u>
Brian Brock	<u>x</u>	Dotty Juengst	<u>x</u>	Ray Suennen	<u>Abs</u>
Norbert Dantine, Jr.	<u>x</u>	Dave Kaster	<u>x</u>	Norbert Van De Hei	<u>x</u>
Bernie Erickson	<u>x</u>	Michelle Kerr	<u>x</u>	Jason Ward	<u>x</u>
Kim Flom *	<u>x</u>	Patty Kiewiz	<u>Exc</u>	Matthew Woicek	<u>x</u>
Steve Grenier	<u>x</u>	Aaron Linssen	<u>x</u>	Reed Woodward	<u>x</u>
Mark Handeland	<u>Exc.</u>	Michael Malcheski	<u>Abs</u>		
Matthew Harris	<u>Exc.</u>	Austin Miloszewicz	<u>x</u>		
Frederick Heitl	<u>x</u>	Gary Pahl	<u>x</u>	Br. Co. Board- Rural (Vacant)	
Phil Hilgenberg	<u>x</u>	Terry Schaeuble	<u>Abs</u>	City of Green Bay (Vacant)	

**Others Present:** Jeff DuMez, Lisa Conard, Adam Kofoed, Chuck Lamine, Todd Mead, Karl Mueller, Cole Runge, Dan Teaters, and Devin Yoder. \*Peter Schlein for Kim Flom.

1. Welcome new Planning Commission board members and Planning Commission staff members.

C. Lamine stated that Aaron Linssen and Ray Suennen have been appointed to the commission and that Adam Kofoed and Karl Mueller have been filled department vacancies.

2. Approval of the minutes of the June 6, 2018 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Kaster and seconded by G. Pahl to approve. Motion carried.

3. Receive and place on file the draft minutes of the June 11, 2018 meeting of the Brown County Transportation Coordinating Committee (TCC).

A motion was made by B. Erickson and seconded by J. Ward to receive and place on file. Motion carried.

4. Discussion and approval of the Intergovernmental Agreement Preparation of Comprehensive Plan Update between Town of New Denmark and Brown County Planning Commission.

D. Yoder indicated that this was a standard local assistance contract. Per the request of the Town of New Denmark, the project will begin in 2019 and conclude in 2020.

A motion was made by S. Grenier and seconded by G. Paul to approve. Motion carried.

5. STEM Project Update.

C. Lamine stated that in 2013, staff began working with UW-Green Bay to bring a facility to the Research Park located on the County Farm Property.

Since that time the project concept expanded and it was determined that a STEM (Science Technology Engineering Math) Innovation Center would be built and located on the UW-Green Bay campus.

The construction bid documents were prepared and approved by the county board last month.

Financial partners include:

- WIS DOA State Building Commission - \$5 million
- UW-Green Bay fundraising - \$5 million
- Brown County Sales Tax - \$5 million

The tenants will include:

- Einstein Project
- UW-Extension
- Brown County Land Conservation Department
- Business Incubator space
- UW-GB Engineering Program

It is expected that successful business from the incubator will move to the Phoenix Innovation Park which occupies the balance of the 65 acre site.

C. Lamine stated that there has been an expectation since the 1960s that UW-Green Bay would have an engineering program. A letter supporting the program was prepared and 100s of local businesses signed-on.

C. Lamine continued that students from the area currently have to go to as Michigan Tech (UP), UW-Madison, MSOE in Milwaukee, or UW-Platteville for this type of education and oftentimes do not return to the area after graduation. With an engineering program offered locally, it is hopeful that this talent will remain in the area. This is a "game changer" for NE Wisconsin.

Dick Resch has donated \$5 million to engineering program.

This project will pay dividends for the community for years to come.

G. Pahl asked about the heating and cooling system of the STEM Innovation Center..

C. Lamine stated that the building has been designed for LEED Silver certification.

Planning staff is also writing a grant for \$211,000 to bring solar panel to the building.

Somerville Architects designed the building.

6. Election of officers to the Brown County Planning Commission Board of Directors.
  - a. President.
  - b. Vice President.
  - c. Reappointment of the Planning Director as the Secretary-Treasurer of the Brown County Planning Commission Board of Directors.

G. Pahl made a motion to elect Norb Dantinne as President.

P. Blindauer offered an amendment to the motion to elect Norb Dantinne as President and Steve Grenier as Vice Present. F. Heitl seconded the motion.

A motion was made by G. Pahl and seconded by F. Heitl to accept the amendment. Motion carried.

A vote was taken on the amended motion. Motion carried.

A motion was made by P. Blindauer and seconded by G. Pahl to reappoint the Planning Director as Secretary-Treasurer of the Brown County Planning Commission Board of Directors. Motion carried.

## 7. Planning Commissioners Orientation.

C. Lamine informed the planning commission the door is always open and that staff contact information is included in the packet. County website: <https://www.co.brown.wi.us/>

C. Lamine noted that the commission is unique in that many of the members are appointed by the community or communities they represent. The Commission also includes several Brown County Board Supervisors and a representative from WisDOT and Transit.

C. Lamine stated that the representation is not noted on individual place cards, which is intentional. Commissioners act in the best interest of the county as a whole. The Commission does well in eliminating parochialism and engages in high level debate.

C. Lamine encouraged Commission to call staff in advance of the meeting if they have questions so that staff can properly research the issue and have a complete answer.

Cole Runge introduced himself as the Principal Planner/MPO Director and introduced the rest of the MPO staff:

- Lisa J. Conard, Senior Transportation Planner
- Ker Vang, Transportation/GIS Planner
- Karl Mueller, Transportation/GIS Planner

C. Runge defined the MPO (Metropolitan Planning Organization) as a federally designated urbanized area population of over 50,000. Large MPOs, including the Green Bay MPO, have an urbanized population of over 200,000.

C. Runge noted that being designated as a large MPO is both good and bad. Large MPOs have more federal reporting requirements. However, large MPOs receive set-asides for many federal-aid programs and therefore, do not need to compete with other areas for funds.

C. Runge provided a review of various work program activities including:

- Annual Work Program
- Transportation Improvement Program (TIP)
- Long-Range Transportation Plan (LRTP)
- Congestion Management Plan (CMP)
- Bicycle and Pedestrian Plan
- assistance to Green Bay Metro
- assistance to other communities

Jeff DuMez introduced himself as the GIS Coordinator (Land Information Office division of the planning department).

J. DuMez noted that he is responsible for the GIS interactive mapping system for the county. <http://maps.gis.co.brown.wi.us/geoprime/#>.

J. DuMez noted that the interactive map of the county contains hundreds of layers including parcel lines, property information, topography, wetlands, air photos, etc. The system typically hosts over 1,000 sessions per day. These data are accessed by the real estate and construction industries among others.



J. DuMez noted that when he began his career with Brown County 17 years ago, customers would have to drive downtown and pull multiple paper files to obtain information. Typically the maps would not be at the same scale or data from a consistent year.

J. DuMez noted that current projects include migration from the AS400 system (which is 32 years old) to a faster and easier to use system. In addition, Jeff is working with Public Safety/911 in launching a new system.

G. Pahl asked about the air photo layers.

J. DuMez noted that air photo layers are available for multiple years dating to 1938 (1938, 1960, 1978, 1992, 2000, 2005, 2010, 2014, and 2017). The air photo layers are very popular among users. The county has paper maps dating back to the 1800s.

C. Lamine noted that the planning office has a long front counter. In the past, multiple walk-in customers had to spread out paper maps to look up information. Thanks to Jeff Dumez's work, people can access this information from anywhere.

C. Lamine noted that the private sector depends on this information.

C. Lamine continued that when he was the land use planner he reserved every Friday for field work. Since the online mapping system has been implemented, staff is able to do the majority of this work from their desk.

D. Juengst asked if drones can be used for air photo collection.

J. DuMez stated that it is not a common practice but anticipates it will be when technology improves. It is also complicated by the fact that drone use is restricted in various areas and drones may crash which creates a safety concern.

P. Hilgenberg, of Hilgenberg Realty, noted that Brown County has the best interactive mapping system he has seen.

C. Lamine noted that J. DuMez represents the entire LIO staff. That's it. The system is vulnerable. There is no back-up staff.

Devin Yoder introduced himself as the Senior Local Assistance Planner.

Projects currently include:

- Town of Wrightstown Comprehensive Plan
- Town of Green Bay Marian Shrine Area Comprehensive Plan Amendment
- Inventory & Analysis of Marinas, Launches, Harbors for Watercraft Refuge (Wisconsin Coastal Management Program)
- writing a grant for WI Coastal Management Program funds

D. Yoder noted if Brown County communities need assistance with planning activities the department is available to help.

Dan Teaters introduced himself as the Senior Natural Resources/Land Use Planner.

Projects currently include:

- Administration and enforcement of the Brown County Land Division Ordinance (about 130 CSMs and 30 subdivisions per year)

- Brown County Sewage Plan administration (water quality, wastewater treatment, ESAs, etc.)
- Municipal Separate Storm Sewer System or MS4 permitting
- Administration of the Water Quality Grant – annual partnership with the DNR
- Comprehensive plan updates including the Town of Holland
- Park and Rec planning
- All Hazard Mitigation plan (to begin in 2019). This plan is needed for FEMA purposes.
- Brown County Farmland Preservation Plan administration and education

G. Pahl asked about tax credits associated with the Farmland Preservation Plan.

D. Teaters stated that the land had to be identified in the plan for the owner to receive tax credits in addition to meeting revenue generation thresholds.

Todd Mead introduced himself as the Senior Planner/Housing and introduced Adam Kofoed as the Planner/Housing for the program.

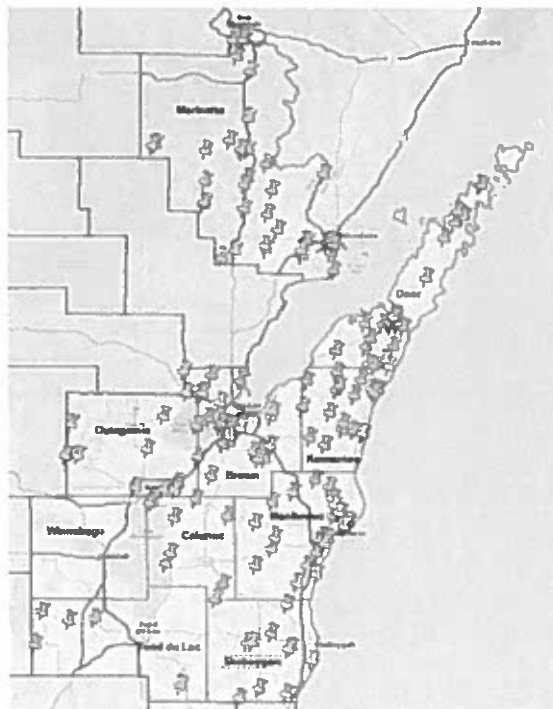
T. Mead stated staff managed the ten county Northeastern Wisconsin Housing Rehabilitation Loan Program.

The program offers a zero percent deferred housing rehabilitation loan to low-and moderate income owner-occupied households.

A packet containing program information was shared with the commission and can be found on the department webpage under Housing

A map of projects is below:

#### **Northeastern Wisconsin Housing Rehabilitation Loan Program Project Sites**



P. Blindauer asked if bidders had to be pre-qualified.

T. Mead stated no. The program maintains a list of successful past bidders which is shared with clients.

B. Brock asked about the map.

T. Mead indicated that the map includes projects completed over the last five year period.

T. Mead announced that an additional \$2,000,000 has been made available for the program to cover projects in 2019 and 2020.

N. Dantine asked for confirmation that the loan is not payable for 30 years unless the house is sold or the owner no longer lives there. In addition, the owner can pay off the loan in one installment if they so choose.

T. Mead confirmed.

C. Lamine stated that in addition to the STEM project the county staff will continue work on the Brown County Comprehensive Plan Update.

C. Lamine noted that he administers a revolving loan block grant program that offers loans to businesses that create low-to moderate income jobs. Over the last 20 years, approximately \$30,000,000 has been issued.

#### 8. Director's Report

C. Lamine stated he has been preparing the 2019 department budget and was just notified that the state has reduced a LIO grant by approximately \$25,000. C. Lamine stated he is working to fill that gap.

C. Lamine stated that the department budget is only 23% on the Brown County levy and the balance or 77% comes from grants and direct payment for services provided.

#### 9. Brown County Planning Commission staff updates on work activities during the months of June & July 2018.

A motion was made by G. Pahl seconded by P. Blindauer to receive and place on file the staff updates. Motion carried.

#### 10. Other matters.

None

#### 11. Adjourn.

A motion was made by G. Pahl and seconded by S. Grenier to adjourn. Motion carried.

The meeting adjourned at 7:40 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
August 1, 2018**

**June & July 2018 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated the Brown County Planning Commission meeting June 6.
- Attended Economic Development Committee Department Head meetings with County Executive.
- STEM Innovation Center Building Project Management:
  - Prepared an operations and maintenance evaluation to determine building partner cost shares.
  - Drafted and negotiated lease agreements with the building partners.
  - Facilitated and provided required items for the \$5 Million Wisconsin DOA State Building Commission Grant.
  - Maintained project schedule, drafted a Resolution for the County board to approve the STEM Innovation center project.
  - Participated in the bid review process for the construction of the STEM Innovation Center building.
  - Attended a special joint meeting of the Planning, Development and Transportation Committee and Executive Committee as well as the County Board on August 18th to approve the project resolution as well as the construction bid for Miron Construction.
  - Several meetings with County Executive and various County representatives regarding development of the Brown County Research and Business Park and the STEM Innovation Center Building.
  - Attended several Design Programming Meetings as well as detail meetings with the building tenant groups.
  - Updated detailed task list and completion schedule with UW System, WisDOA-State Building Commission and County staff to assure that required information was available for the meeting packet deadlines.
  - Developed project cost analysis (opinion of probable costs) for comparison to budget.
  - Attended construction bid opening meetings on June 22 and July 16.
- CDBG Housing program:
  - Assisted with development of the 2019 program budget.
  - Assisted the Senior Planner – Housing with 2017 grant administration for State CDBG Housing Rehabilitation program.
  - Assisted Senior Planner - Housing with project coordination.
- Town of Green Bay Marion Shrine Area Plan Study:
  - Coordinated with Senior Planner and Town of Green Bay representatives.
- Attended the Brown County/City of Green Bay Stadium District meeting on June 18.
- Coordinated with Senior Land Use Planner regarding Sewer Service Area Plan questions and Environmentally Sensitive Area (ESA) protection.
- Attended several coordinating meetings to discuss implementation of the new land records computer system (LandNav) with PALS, Technical Services, and Treasurer's Office staff.

- Attended the special joint meeting of the Executive and Administration Committees on June 14 and County Board on June 20 regarding the Fox River Paper Economic Development Corridor project.
- Personnel:
  - Conducted interviews and submitted request to fill documents for the Property Listing Analyst position.
  - Initiated review of 2018 Class & Compensation Position Reviews.
- Participated in a meeting with the Principal Transportation Planner, County Public Works Director and Engineering Manager, representatives of WisDOT's Northeast Region and Central Offices, and a representative of SRF Consultants to discuss WisDOT's review of the Interstate Access Justification Report's Draft Engineering and Operations Reports.
- Prepared for and participated in meetings with County Planning and other Brown County staff regarding potential street and lot layout options for the Brown County Farm Property.
- Met with the League of Women Voters to discuss redistricting process.
- Attended Executive Committee meeting to the redistricting process.
- Participated in the webinar, "Native American Tribes, Law, and Planning," on June 22.
- Participated in WisDOA CDBG Economic Development RLF program June 13.
- Met with business looking to locate within Brown County.
- Attended budget kick off meeting on June 25.
- Prepared 2019 budget for Planning and Land Services Department.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Reviewed the regulations for the federal Better Utilizing Investments to Leverage Development (BUILD) Discretionary Grant Program to determine if this program can help fund the Southern Bridge project.
- Participated in a BUILD grant webinar with other Brown County representatives. During this webinar, staff found that the Southern Bridge project's construction cannot be funded with FY 2018 BUILD grant funds because the preparation work necessary to be eligible for FY 2018 construction funds will not be finished by the established deadline. However, staff found that the construction of the planned interchange at STH 29 and County Highway VV in Hobart and Howard is eligible for FY 2018 BUILD grant funds because the preparation work can be completed by the established deadline.
- Developed an application for FY 2018 BUILD grant funds for the construction of an interchange at STH 29 and County Highway VV in Hobart and Howard. Work on this task included organizing and facilitating a kick-off meeting with representatives of Hobart, Howard, and Brown County, coordinating with WisDOT, Hobart, Howard, Brown County, and others to collect information for the application, researching data for the application, and developing the application's narrative, maps, graphics, and other elements. The application was completed and submitted to the US Department of Transportation in July.
- Prepared for and participated in a meeting with the County Planning Director, County Public Works Director and Engineering Manager, representatives of WisDOT's Northeast Region and Central Offices, and a representative of SRF Consultants to discuss WisDOT's review of the Interstate Access Justification Report's Draft Engineering and Operations Reports.
- Participated in a monthly check-in call with representatives of the City of Green Bay, Green Bay Area Public School District, Live54218, and the project consultant for the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan.
- Reviewed information for the first meeting of the Green Bay Area Public School District/City of Green Bay Safe Routes to School - Bicycle and Pedestrian Plan Advisory Committee. Also participated in the advisory committee meeting.

- Continued to prepare information for the TMA Certification Review that will be conducted by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and WisDOT on July 11 and 12.
- Prepared TMA Certification Review public notices for the newspaper, MPO website, MPO Facebook, and MPO Twitter. Also sent the public notice to the organizations and individuals on the MPO's Interested Parties List.
- Participated in the TMA Certification Review with representatives of FHWA, FTA, and WisDOT. Also participated in the TMA Certification Review open house meeting.
- Discussed WisDOT's latest proposed revisions to the Surface Transportation Block Grant (STBG) Program with representatives of WisDOT, FHWA, and other Wisconsin MPOs.
- Prepared information for a meeting with the Mobility Coordinator for Brown County, Green Bay Metro Director, and Senior Transportation Planner regarding a specialized transportation voucher pilot program. Also participated in the meeting.
- Prepared a summary of the proposed specialized transportation voucher pilot program to distribute to and discuss with the Brown County Transportation Coordinating Committee (TCC) at its June 2018 meeting.
- Chaired the June Brown County TCC meeting and presented information during the meeting.
- Collected and recorded ridership and financial data from the Brown County Section 85.21 Program funding recipients for May and June. Also collected reimbursement requests from the recipients for May and June and forwarded them to the PALS Administrative Coordinator for processing.
- Distributed weekly construction project updates from the City of Green Bay and City of De Pere to members of the Brown County TCC. The TCC members were asked to pass this information along to their clients and/or their clients' caregivers so they will know where and when sidewalks and crosswalks may be inaccessible.
- Began to develop resolutions for federally-required performance measures and targets for pavement/bridge condition and travel/freight reliability.
- Developed a letter to FTA regarding Green Bay Metro's eligibility for Section 5310 Program funds as a public entity.
- Completed the MPO's report and reimbursement request to WisDOT for the second quarter of 2018. Also developed a second quarter transportation expense report for the Brown County Administration Department.
- Developed grant summaries for the transportation division and Section 85.21 Program for the PALS Department's 2019 budget.
- Began to prepare the MPO's 2019 Transportation Planning Work Program.
- Began to prepare information to distribute for the CY 2019 Section 5310 Program project solicitation process.
- Prepared for and participated in meetings with the County Planning Director and other Brown County staff regarding potential street and lot layout options for the Brown County Farm Property.
- Held three weekly MPO staff meetings.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Continued work on the *2019-2023 Green Bay Metro - Transit Development Plan* to be issued in 2018.
  - Continued to collect data and write various chapters.
  - Attended numerous public outreach meetings regarding the implementation of an East Side Transfer Point and corresponding service changes. Reviewed proposed system structure and incorporated new information into draft TDP.
- Finalized *Mid-Year Update-Amendment #2 to the 2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Concluded public review and comment period.
  - Presented amendment document to the BCPC Board of Directors the evening of June 6.
  - Completed fiscal constraint demonstration.
  - Finalized amendment document and submitted to the FHWA, FTA, and WisDOT for approval consideration which was subsequently approved.
- Continued work on the *Draft 2019-2023 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Issued project solicitation notices for the upcoming 2019-2023 Transportation Improvement Program (TIP).
  - Worked with local public works staff and Metro staff to identify projects to be included in the TIP.
  - Began updating text.
- Participated in the Green Bay MPO Certification Review conducted by FHWA, FTA, and WisDOT. The review is a four-year requirement.
  - Discussed and answer questions regarding various aspects of MPO plans, programs, and policies as part of the on-site review.
  - Attended the Open House held the evening of July 11.
- Reviewed and scored three proposals submitted by consulting firms to conduct a feasibility study to determine if commuter service between Fond du Lac-Oshkosh-Appleton-Green Bay via I-41 is warranted. The East Central Wisconsin Regional Planning Commission (ECWRPC) has received a grant to conduct the study and is the lead on the project.
- Issued *Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program* project application and supporting documents to potential applicants. Section 5310 provides funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. This may include human service vehicles, mobility management, operating, and non-vehicle capital projects. The Brown County Planning Commission Board of Directors is scheduled to award funding to specific project(s) in October 2018.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Met with Metro staff and the Mobility Coordinator to discuss parameters and funding for a voucher pilot and future program. The program would be eligible for seniors and persons with disabilities living in Brown County.
- Participated in the Mobility Management Program for Brown County Focus Group meeting on May 31.
- Participated in the Green Bay Transit Commission meetings on June 20 and July 18. Presented the *Green Bay Metro - Quarterly Route Data and Analysis Report* for May. Provided an update on the 1-41 Commuter Study.

- Participated in the Brown County Transportation Coordinating Committee (TCC) meeting on June 11. Recorded and wrote minutes.
- Participated in the July 11th meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Brown County Planning Commission Board of Directors meeting on June 6<sup>th</sup>.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Town of Holland Comprehensive Plan Update
  - Presented the final draft of the plan.
  - Gathering feedback and making final adjustments.
- Certified Survey Maps (CSMs)
  - Began Review of 18 new CSMs
  - Completed review of 17 CSMs
  - Signed and filed 7 CSMs
  - Cursory review for City of De Pere and City of Green Bay
    - C of De Pere: 0
    - C of Green Bay: 1
- Plats
  - Preliminary Plats
    - Began review of 1 preliminary plats
    - Completed review of 0 preliminary plats
  - Final Plats
    - Began review of 1 final plat
    - Completed review of 3 final plats
  - City Plat Reviews
    - Reviewed 0 plats in the City of Green Bay and 1 plats in the City of De Pere pursuant to Wisconsin Statutes Sec. 236.12(2)(b)
- ESA Amendments
  - Completed 2 ESA Plan Corrections
  - Began review of 1 Minor ESA Amendment
  - 2 site visits to assess ESA conditions
  - Uploaded 0 ESA amendments to WDNR SWIMS account
- Sewer Service Area Amendments (SSA)
  - Completed 0 SSA reviews
- Water Quality Management (WQM) Letter
  - Completed 5 reviews/letters
- WDNR Water Quality Grant
  - Completed 2<sup>nd</sup> Quarter report and reimbursement request
- Assisted with the development of a Focus On Energy grant for the installation of solar panels to be added to the future STEM Innovation Center.
  - Met with UWG EMBI program director and UW Extension to discuss grant details – 7/3/18
- Assisted 82 members of the public or local communities with inquiries related to Farmland Preservation, zoning, natural resources, and/or land division questions.



- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Met with Mike Selner (developer) and Doug Woelz (McMahon Associates) to discuss ESA setbacks and allowed uses within the setback areas – 7/18/18
- Met with the Town of Morrison Zoning Administrator to introduce and provide training for a new online zoning map.
- Met with the Town of Green Bay Zoning Administrator, property owner, and Randy Loberger to discuss an ESA amendment for two lots in the Champion Estates subdivision.
- Brown County Farm
  - Attended a meeting discuss potential development at the Brown County Farm.
- Attended an APA webinar on American Trial Law, and Planning – 6/22/18
- Met with the League of Women Voters to discuss the redistricting process – 6/26/18
- Attended the Brown County Planning Commission Meeting – 6/6/18
- Attended a Planning Laws workshop hosted by the NE chapter of WI APA – 6/5/18
- Attended Town of Holland Town Board Meeting 6/4/18 & 7/9/18

**The recent major planning activities of Devin Yoder, Senior Planner:**

**General Planning/Local Assistance**

- Attended regular BCPC staff meetings.
- Assisted in reviewing CSMs ready for signature.
- Helped process new CSMs and plats for review.
- Assisted helping customers at front counter with questions.
- Continued working on PSC Energy Innovation Grant program application for to install solar panels on the STEM Innovation Center.
- Drafted a contract to update the Town of New Denmark's Comprehensive plan in 2019-2020.
  - Presented contract to Town Board on July 9<sup>th</sup>, and contract signed by Town Chair.
- Drafted Comprehensive Plan Update proposal for the Village of Denmark.
  - Met with Village staff on July 13<sup>th</sup> to discuss proposal.
  - Scheduled to present proposal to the Village Board on August 6<sup>th</sup>.

**Safe Harbors Study**

- Completed 2<sup>nd</sup> quarter reporting for grant.
- Contacted U.S. Coast Guard Green Bay office to start conversation about safety in the Bay.
- Internal staff update on project.
- Grant liaison correspondence for 2<sup>nd</sup> quarter reporting.
- Staff will perform site visits via boat to public facilities on the bay, weather permitting, on July 27<sup>th</sup>, as part of site inventory and safety assessment.

**Town of Wrightstown Comp Plan**

- Completed writing Chapter 6 – Utilities and Community Facilities, and Chapter 8 – Intergovernmental Cooperation.
  - Corresponded with adjacent local government officials for Intergovernmental Chapter.

- Presented chapters to Town Plan Commission on July 2<sup>nd</sup>.
- Started writing Land Use Chapter and Implementation Chapter.

#### **Town of Green Bay Area Development Plan**

- Researched and analyzed possible alternatives.
- Drafted and reviewed initial recommendations with other staff.
- Presented results of Town Visioning session on June 19<sup>th</sup> to Plan Commission and interested community members. Also led group discussion on Town goals and objectives to help evaluate the possible solutions to implement.
- Analyzed possible alternatives for Town, and created presentation detailing options.
- Presented alternatives to the Town Plan Commission and interested stakeholders on July 18<sup>th</sup>.
  - Stakeholders requested that staff continue with drafting zoning code changes and comp plan update to incorporate an overlay zone for the Shrine area.
  - Staff will write and present this to Town on September 18<sup>th</sup>.

#### **The recent major planning activities of Todd Mead, Senior Housing Planner:**

- Prepared and ordered one (1) interim site inspection for a Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program client.
- Prepared and ordered one (1) initial housing quality standards (HQS) inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered four (4) initial HQS inspections for CDBG clients.
- Prepared and ordered five (5) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint assessment for a CDBG client.
- Prepared and ordered two (2) lead-based paint clearances for CDBG clients.
- Met with eight (8) CDBG clients and the contractors to prepare them for their future rehabilitation projects.
- Opened and reviewed one (1) new Brown County RLF application.
- Opened and reviewed five (5) new CDBG applications.
- Denied one (1) CDBG application.
- Prepared and closed nine (9) CDBG Housing Rehabilitation Loans.
- Prepared one (1) Brown County RLF Environmental Review.
- Prepared seven (7) CDBG Environmental Reviews.
- Prepared and corresponded with two (2) bid documents to CDBG applicants for future rehab projects.
- Prepared and corresponded with one (1) bid document to Brown County RLF applicant for future rehab project.
- Reviewed and prepared five (5) mortgage loan satisfactions for existing CDBG clients due to project change orders or payoffs.
- Attended staff meetings.
- Preparing and training our Planner I – Housing Position.
- Prepared, organized and submitted 2<sup>nd</sup> quarterly CDBG reporting to Wisconsin Dept of Administration (WDOA).
- Prepared for and attended a Brown County Lead Coalition Meeting.
- Prepared for and attended a meeting with WDOA in Madison to discuss policy and procedures.

- Prepared and organized an annual meeting with our inspection/project management services to discuss our program parameters and how we can better our efforts to help those in need in Northeast Wisconsin.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Adam Kofoed, Planner / Housing:**

- Prepared and ordered two (2) housing quality standards (HQS) inspections for NE Wisconsin Regional Community Development Block Grant (CDBG) clients.
- Assisted Todd with five (5) CDBG clients and the contractors to prepare them for their future rehabilitation project(s).
- Opened nine (9) new CDBG applications.
- Assisted in preparing and closing (1) CDBG Housing Rehabilitation Loan.
- Assisted in sending out ten (10) CDBG Housing Rehabilitation and one (1) CDBG Housing Down Payment Assistance Applications.
- Prepared and sent eleven (11) CDBG Housing Rehabilitation Loan Applications.
- Attended one (1) staff meeting.
- Attended a Wisconsin Dept. of Administration (WDOA) meeting in Madison regarding the CDBG Housing Rehabilitation Loan Program.
- Organized fourteen (14) loan files for potential State of Wisconsin DOA audit reviews.
- Maintained new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Started general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.
- Updated the Brown County Housing Website to reflect updated income parameters and updating the NE Wisconsin Rehabilitation Loan Program flyer to improve outreach and marketing efforts.
- Successfully passed the State of Wisconsin Department of Financial Institutions Public Notary test.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued to assisting Public Safety Communications (PSC) with the 911 Computer Aided Dispatch project, addressing & street issues, and other tasks. Ran several "refreshes" to update information in the new system for testing purposes. Weekly conference calls. Working with local municipalities, police, and fire departments to verify response recommendations and code them into GIS.
- Continued to participate in the Land Records System upgrade project. Participated in meetings as needed. Working with the Wisconsin Department of Revenue to test out data exchange
- Finished work on the 2020 US Census "LUCA" program (Local Update of Census Addresses) and submitted the data.
- Completed grant reports for the Wisconsin Land Information Program
- Began working on the 2019-2021 work program (strategic plan required by the state)
- Updated web site apps

- Submitted ward data to the "WISE-Decade" (Wisconsin Legislative Technology Services Bureau)
- Began working on the 2019 budget
- Attended the July meeting of the Planning, Development & Transportation Committee.
- Participated in meetings with the Technology Steering Committee
- Provided GIS data to the Sheriff's Office for their crime analysis software.
- Made thousands of edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, navigability determinations, environmentally sensitive areas, etc)
- Provided GIS information for various county departments as needed.
- Provided GIS data or other services for private businesses, local governments, state and federal agencies.
- Assisted many other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

- Assigned two addresses in the Town of Eaton, two addresses in the Town of Green Bay, two addresses in the Town of Pittsfield, and an address in the Town of New Denmark.
- Created maps for the east side routes (2, 7, 12, 13, 14, 15, 16, and 18) and Limited Service Routes (70 AM and 70 PM).
- Updated the Transit Guide with the new routes and new time points. Updated the Transit Guide for the Green Bay Metro website.
- Created all the routes in black and white to be distributed to the bus drivers.
- Created four maps (20x30, 24x36, 27x42, and 34x46) of the Full Service Route System to be distributed at various locations throughout the communities.
- Completed three maps for the Transit Development Plan.
- Participated in a meeting with Nicole from the BC Parks Department and Becky from the BC Heath Department to discuss the design of a map for the wayfinding sign for the Fox River Trail. Began to update the interactive wayfinding map for the Fox River Trail.
- Created a map identifying the project location for the STH 29 & CTH VV Interchange Project to be included in the FY 18 BUILD grant application.
- Updated the specialized transportation service area map.
- Updated Transit Development Plan Public Comments map.
- Updated sidewalk inventory in the Village of Bellevue.
- Participated in the webinar, "Native American Tribes, Law, and Planning," on June 22.
- Participated in the Green Bay Adaptive Bike Share Task Force Meeting on July 12, 2018 to discuss funding and needs for adaptive bikes in the Green Bay community.
- Created an account in ArcGIS Online for the new Transportation Planner I.
- Trained the Housing Planner I on how to update the Planning website.
- Covered the front desk while staff was at training.
- Posted announcements on Facebook and Twitter in the month of June.
- Posted weekly construction projects on the Transportation website.
- Participated in MPO staff meeting as required.
- Participated in PALS staff meetings monthly.

**The recent major planning activities of Karl Mueller, Planner I (Transportation):**

- Assisted with the development of the 2018 Transit Guide for Green Bay Metro, formatting single route maps and creating the Transit Guide's cover page.
- Created a map of a proposed express bus service route between the NWTC and UWGB campuses.
- Began work on the Metropolitan Planning Area's ADA Compliance Plan.
- Began reviewing curb cuts across the planning area.
- Created a wayfinding map for the Fox River Trail in coordination with the Friends of the Fox River Trail and Brown County Parks Department.